



Make working for
The City work for you.



Senior Policy Advisor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](https://www.calgary.ca). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Senior Policy Advisor, you will identify and deliver on solutions for complex, unique and controversial policy problems that involve significant research, competing partner interests, and operational and legislative constraints to ensure that the property tax and assessment system is fair, equitable, efficient, and responsive to Calgary's local context. Senior Policy Advisors are responsible for building relationships and working in collaboration with cross-corporate teams and external partners to identify emerging issues/opportunities, gather and analyse data, explore options, and advance solutions to achieve The City's strategic objectives.

Primary duties include:

- Conduct legislation and policy analysis, including jurisdictional research, environmental scans, literature reviews to understand the unique context for local policy challenges, emerging issues, best practices, and opportunities related to local public policy objectives.
- Conduct economic and financial analyses of potential tax policy tools, including cost-benefit analysis, consideration of operational costs and feasibility, tax policy principles, tax elasticity, and tax incidence, to support informed, evidence-based decision-making on matters related to property tax.
- Coordinate, direct, oversee, and manage inputs from various sources to develop and deliver reports and recommendations to Council and Senior Administration.
- Develop and execute plans to engage diverse partners on identified policy problems to solicit input, gather feedback and collaborate on shared solutions for consideration by Council and/or the provincial government.
- Draft formal correspondence, policy submissions, key messages, memos, briefing notes, reports, presentations and background materials on key issues and priorities for internal and external audiences.
- Provide advice on potential policy options and the interpretation of property assessment and tax provisions in legislation, regulations, bylaws and policies.
- Support activities to communicate complex, highly technical, and politically sensitive property assessment and tax issues accurately and tactfully to colleagues, Council, the public, and others.

Qualifications

- A degree in Public Policy, Public Administration, Public Finance, Economics, Political Science, or related field with additional formalized training/education (such as a relevant graduate or professional certificate) and at least 5 years of related experience in policy analysis, public policy development, and/or government relations; OR
- A master's degree in public policy, Public Administration, Public Finance, Economics, Political Science, or related field and at least 3 years of related experience in policy analysis, public policy development, and/or government relations.
- Significant working knowledge of municipal and provincial government and governance processes is required.
- Knowledge of key issues and concepts related to public finance, property assessment, and tax policy is an asset.
- Ability to navigate a complex, politically dynamic and ambiguous environment with multiple partners and competing priorities is critical to this position.
- Excellent communication, facilitation and presentation skills as well as the ability to build relationships and collaborate with groups and individuals with divergent points of view to build consensus, credibility and trust.

Pre-employment Requirements

- Applicants will be tested for appropriate skills.
- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 14 \$48.75 – 65.15 per hour
Hours of work: Standard 35 hour work week
Audience: Internal / External

Business Unit: Assessment & Tax
Location: 2924 11 Street NE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: October 3, 2023
Job ID #: 308372

Apply online at www.calgary.ca/careers