

The logo for the City of Calgary, featuring the word "Calgary" in white text on a red rectangular background.

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 and novel policy problems that involve significant research, competing stakeholder interests, and operational and legislative constraints to ensure that the property tax and assessment system is fair, equitable, efficient, responsive to Calgary's local context, and achieves desired public policy objectives. Property tax policy is highly regulated, relies on extensive data to inform evidence-based decision-making, and is a tool of critical importance for municipalities.

Primary duties include:

- ? Developing and executing plans to engage diverse stakeholders on identified policy problems to solicit input & feedback, generate buy-in and collaborate on shared solutions for consideration by Council and/or provincial government.
- ? Drafting formal correspondence, policy submissions, key messages and supporting information on key issues and advocacy priorities.
- ? Conduct research and manage inputs from various sources, draft memos, reports and presentations, and make well-reasoned recommendations to Senior Administration and Council as required.
- ? Stewarding the development, review and implementation of Council policies.
- ? Contributing subject matter expertise to project teams and working groups, provide research, data & analysis to support evidence-based decision making.
- ? Researching and analyzing emerging or ongoing issues related to property assessment & tax and proposed use of assessment & tax policy options/tools with regard to tax policy principles, economic concepts, and Council direction.
- ? Monitoring for legislative, regulatory and policy changes; disseminating information &

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analysis as appropriate.

- ? Sending requests and preparing responses to share information and collaborating with other municipalities/assessment jurisdictions.

Qualifications

- ? An undergraduate degree in Public Policy, Public Administration, Economics, Political Science or related field.
- ? At least 5 years of related experience in policy analysis, policy development, government relations and/or stakeholder engagement.
- ? Working knowledge of government practices and governance processes will be considered an asset.
- ? Working knowledge of key issues and concepts related to property assessment and tax is an asset.
- ? Experience or training with qualitative and quantitative research and analysis, including cost-benefit analysis, economic analysis, and policy/program evaluation would be an asset.
- ? Ability to navigate a complex, politically dynamic and ambiguous environment with multiple stakeholders 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

Business Unit: Assessment & Tax

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Position Type: 1 Permanent

Compensation: Pay Grade 12 \$44.20 - 59.09 per hour

Hours of work: Standard 35 hour work week

Audience: Intrnal / External

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: June 26, 2023

Job ID #: 307879

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