



Legislative Advisor

Competition number: RC 2021 0083

Department: Human Resources

Close Date: January 8, 2023 at 10:00 PM (MT)

Salary: \$86,190.00 to \$106,400.00

The City of Spruce Grove is a fast-growing, dynamic city committed to building and maintaining a fiscally responsible community that serves our residents, attracts visitors, and promotes future growth. Through the actions of the Values We Live By, accountability, communication, leadership, integrity, and respect are encouraged while maintaining a work-play balance.

The City of Spruce Grove is committed to taking every precaution reasonable for the protection of the health and safety of employees, their families, and the public. Therefore, new employees are required to be fully vaccinated against COVID-19 as a condition of being hired. Proof of vaccination will be required prior to the start date.

Position Overview

The Legislative Advisor is responsible for a multi-faceted organization-wide bylaw and policy review project that aligns with the priorities of Council and the organization and responds to the needs of the community. The individual will be responsible to build strong partnerships and support various departments through the review, research, analysis, development and implementation of Bylaws, Policies, and Procedures through a collaborative process.

The ideal candidate will have diverse professional experience including private and public sector experience where programs and initiatives were advanced through collaborative relations. The position requires an inclusive, collaborative, and strategic leader with skills in project management, major research, and writing of legislation. The role requires excellent interpersonal communication with the ability to develop inclusive and collaborative partnerships, governance, and engagement.

Responsibilities

Reporting to the Director of Integrated Planning and Strategic Services, you are a collaborator with a strong understanding of local, provincial, and federal government processes, and your skill in building relationships will be critical to the success of this position. Your strengths should include effective and articulate interpersonal communication, ability to work quickly and effectively at all levels, political acumen, as well as balanced judgement, tact, and diplomacy.

Specific responsibilities include:

- Conduct a full review of existing bylaws and policies to ensure they are relevant, efficient, and meet the needs of the community. This review will also serve to ensure bylaws and policies comply with legislation and align with Council priorities, follow consistent wording and formatting, and consider equality, diversity and inclusion.
- Analyze relevant trends/data, gather information on the policies and actions of other governments, and perform ongoing environmental scanning on bylaws and policies under review.
- Establish a systemic review process that creates a framework where bylaw and policy can remain current and relevant.

- Leads the development and/or writing of bylaws, policies and procedures, working closely with program areas and subject matter experts.
- Build strong working relationships and partnerships with program areas and subject matter experts throughout the drafting and approval process to ensure bylaws and policies reflect business need and clearly communicate intent.
- Coordinate stakeholder consultations and surveying, as may be required, to support bylaw and policy development.

Qualifications

- Undergraduate degree in Political Sciences, Public Administration, Business Administration or a related field.
- Minimum of 7 to 8 years of progressively responsible experience in a strategic and policy driven environment within the municipal, provincial or federal orders of government.

Visit our website at www.sprucegrove.org to review the complete position description and to apply online.