



Advisor, Policy and Governance (Permanent) Legal Services Department

**Position Type/
Hours:** This is a permanent full-time position working seventy (70) hours bi-weekly within the FOIP and Policy Branch of the Legal Services Department. This position is located in the community of Fort McMurray, the Regional Municipality of Wood Buffalo's urban centre.

**Position
Description:** Reporting to the Senior Manager of FOIP and Policy, the Advisor, Policy & Governance provides advice and guidance to the organization on the development and maintenance of a policy management program, and is the key resource in the development, revision and update of governance documents. The Advisor, Policy & Governance also assists in overall administration of the Municipality's Freedom of Information and Protection of Privacy ("FOIP") program.

Primary responsibilities of this position include:

Program Development: Assists with overall program service delivery with direct involvement in daily operations and overall administration. Researches and assists with the development and implementation of departmental strategies and tools based on best practices for continuous improvement.

Departmental Advice: Takes a lead role in promoting innovative and practical approaches to policies and governance document initiatives throughout the organization. Acts as a departmental advisor to provide technical and functional guidance regarding policies, procedures, program implementation, and legislation to management. Ensures consistent, innovative, and legislatively compliant administrative guidelines, policies, procedures, and precedents.

Service Delivery: Creates and implements strategies that support and encourage expansion and diversification of existing policies and governance documents. As the key resource in the development and maintenance of governance documents, the Advisor, Policy & Governance will create, review, monitor and recommend changes to policies, processes and strategies, and provide guidance and assistance in the interpretation and application of same. The Advisor also assists in overall administration of the FOIP program to ensure legislative compliance of the Freedom of Information and Protection of Privacy Act ("FOIP Act").

Qualifications:

- Diploma or Degree in Political Science, Business Administration, or an equivalent that involves research, analysis, policy development and strategic planning.
- Completion of the Government of Alberta's FOIP Act training program is required within six months of commencement of employment.
- Minimum of three (3) years' experience with a degree, or five (5) years' experience with a diploma of progressive experience in public administration, ideally in the areas of policy development/administration and access to information/privacy is required.
- An equivalent combination of education and work experience may be considered.
- Experience working in a public-sector environment with unionized and non-unionized employees considered an asset.
- Valid Alberta Class Five (5) driver's licence is preferred.

You will possess the following:

- Strong verbal and written communication skills, including well-developed, effective presentation skills.
- Demonstrated ability to build effective working relationships in a manner that builds trust, credibility and support.
- Ability to think and act with sensitivity to the unique challenges of a public and political environment and to maintain confidentiality.
- Planning, organizational, time management, conflict resolution and problem-solving skills.
- Background in municipal government/public sector; sound knowledge of the structures, functions and interactions of all three levels of government in Canada.
- Ability to work independently and as part of a team.
- Knowledge of the theory and principles of policy and governance development.
- Knowledge of FOIP legislation.
- Strong computer skills (Microsoft Office applications, spreadsheets, databases, and presentation, publication and website technology).

Salary Range: Competitive Salary

In addition to the rate of pay, we offer:

-an extensive employer paid benefits plan
-an additional annual payment of \$12,480 which represents a cost of living allowance

**Requisition
Number:** 006313

Closing Date: Open Until Filled

Posting Type: Internal & External (Repost: October 2, 2021)

To apply: Please visit our website at www.rmwb.ca
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted.
Late applications will not be accepted.