

Job Title:	Senior Policy Analyst – Community Economic Development	Position Number:	
Location:	Richmond or Victoria	Job Category:	Analyst
Group:	Policy and Programs	Compensation:	
Nature of Work:	Full-time	Travel:	Occasional
Supervisor’s title:	General Manager of Policy and Advocacy	Supervisor’s Position Number:	

Purpose:

The Senior Policy Analyst is the primary contact for a portfolio of policy issues; provides policy support to the annual resolutions cycle; supports the policy development activities of assigned UBCM working groups; and represents local government policy positions at meetings with other orders of government and external agencies.

Accountabilities:

1. Acts as UBCM’s primary contact for a portfolio of assigned policy issues:
 - a. Conducts policy research and analysis.
 - b. Prepares and presents policy positions, discussion papers, briefing materials, reports, articles, correspondence and presentations.
 - c. Provides staff support (e.g. policy, research, analysis, and document preparation) to UBCM executive committees/working groups, as assigned.
 - d. Engages and consults with stakeholders (e.g. UBCM members; federal/provincial government; external agencies; local government representatives; and private sector interest groups).
 - e. Plans and facilitates member consultations/participation in the development of federal and provincial policies and legislation and/or initiatives with other external agencies.
 - f. Provides the local government perspective in consultations with the federal and provincial governments and other external agency representatives.
 - g. Contributes to the development of policies for the annual resolutions cycle.
 - h. Collaborates, exchanges information and contributes to policy, communications and advocacy-related initiatives within the UBCM.
 - i. Develops and maintains expertise on all aspects of assigned policy issues.
 - j. Provides information and assistance in response to inquiries.
2. Acts as a team leader and/or project manager. Manages the activities of analysts, administrative employees and/or contracted resources, determines the scope of projects, obtains resources, establishes timelines and quality parameters, monitors progress, initiates action to remedy performance deficits, and ensures outcomes are achieved within budgets and timelines.
3. Contributes to the planning and operation of the annual convention and other events related to the portfolio.
4. Provides regular progress reports on work assignments and alerts the General Manager of potentially sensitive or critical issues.
5. Contributes to the development and implementation of professional services contracts; monitors contractor performance; signs off on the completion of work.
6. Participates in periodic (e.g. annual) member visits in locations throughout the province.
7. Contributes to the enhancement of the positive corporate culture within UBCM, and the reputation of the UBCM with its members and wide network of contacts.
8. Prepares or contributes to the preparation, update, posting and/or communication of a variety of information resources, documents (e.g. reports, correspondence, etc.), websites, etc.
9. Performs other related duties.

Job Requirements:			
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Master’s Degree in political science, public administration, business/economics, planning or similar discipline • Project management education/training preferred <p><u>Recent (within the past 9 years), related, experience:</u></p> <ul style="list-style-type: none"> • Must have 8 years of relevant employment or consulting experience, in the federal, provincial, local government or non-governmental sectors: <ul style="list-style-type: none"> ○ Conducting policy research and analysis ○ Consulting with stakeholders ○ Preparing policy positions, briefing materials, reports and presentations ○ Acting as a team leader/project manager • Must be eligible to work in Canada • Must be able to obtain and maintain security clearance as a condition of employment • Must be willing and able to travel (usually within the province), occasionally <p><u>Knowledge of:</u></p> <ul style="list-style-type: none"> • Extensive knowledge of one or more local government policy areas • Relevant legislation (e.g. <i>Local Government Act / Community Charter</i>) • Public policy planning, development, implementation, monitoring and approval frameworks; issues management; and the role of each level of government • Research and analytical methods including statistical methods and survey techniques • Stakeholder consultation and engagement frameworks, strategies and procedures • Standard office software • UBCM’s mandate and priorities • Business English • Contract management, project management, team leadership <p><u>Skills and Abilities:</u></p> <ul style="list-style-type: none"> • Written and oral communication skills and attention to detail when communicating • Highly developed organizational skills and able to manage multiple priorities and consistently produce results within timelines and quality requirements • Excellent judgement and the ability to carry out a wide variety of assignments within established parameters • Analytical and problem-solving skills • Able to develop and maintain positive working relationships with colleagues, clients (including elected officials) and members of the public while upholding the highest standards of tact, discretion and professionalism • Able to use standard office software 			
Approvals:			
Approved by:		Date:	

Senior Policy Analyst for Community Economic Development
Detailed Job Description

The Senior Policy Analyst for Community Economic Development will be the primary contact for all policy issues related to community economic development. This work entails:

- leading policy research and analysis on all community economic development related issues
- acting as the liaison with provincial, federal, non-governmental and industry counterparts on community economic development
- supporting the implementation of member policy direction through your advocacy work
- representing UBCM interests on external committees, boards and working groups
- identifying opportunities to advance local economic development opportunities for BC communities

Areas of primary focus include:

- forests
- fish (aquaculture)
- energy
- mining
- agriculture
- tourism
- technology sector
- arts
- culture
- strategies related to community transition supports as well as jobs/skills training and retraining

In addition to providing the lead support to these policy files, you will lead and support the work of UBCM's Community Economic Development Committee. In this capacity you will prepare annual work plans, quarterly agendas and reports and conduct policy research and analysis on current economic development related files. You will direct and support the work of the Committee and seek direction from the Committee and Executive on key economic development related files. In addition to providing policy advice and guidance, you will liaise with counterparts at the province, federal government and associated organizations as well as organize sessions and workshops as the annual UBCM convention related to community economic development.