

POLICY ADVISOR – POLICY TEAM

As member of the policy team, the Policy Advisor provides professional policy advice to Senior Advisors, Director of Policy, Executive Director and the Board of Directors.

Primary Responsibilities:

- Participates as directed in the development and implementation of long and short term strategies for policy development and government relations
- Collects information, undertakes policy research and analysis as part of the policy development process, as directed
- Prepares timely reports/presentations/briefing materials and membership communications regularly
- Develops statistical and economic analytical products and materials to support policy and government relations work
- Assists in the organization and management of AMO Task Forces, committee representatives and Board of Directors/Caucuses including summary of meetings and development of outcomes/policy reports
- Monitors the public policy and political environment for current/emerging issues
- Undertakes legislative/regulatory review in concert with a Senior Advisor or Task Force or as directed
- Provides support to assigned resolutions, as required
- Assists with conference/seminar work including design and evaluation
- Represents Association on designated committees or working groups
- Other duties as defined

Core Competencies:

- University degree in political science, social sciences, environmental studies, public administration, land use planning or related discipline with 3 – 5 years related experience
- Highly developed statistical, economic and analytical skills with a high degree of accuracy
- Superior writing and verbal communication skills including being able to write well for multiple audiences
- Effective organization and project management skills to ensure the timely completion of projects
- Courteous approach to Board members, membership, staff, government officials and the public
- Strong computer literacy skills with current business software applications experience to support quantitative analysis

Supervisor:

Director of Policy.

Decision-making and Judgement:

- Work is often performed under the direction of Director of Policy and/or Senior Policy Advisor(s)
- Sets work priorities to ensure deadlines are met and seeks direction when priorities compete
- Understands the confidential and sensitive nature of information
- No direct responsibility for budget
- Judgement is necessary for maintaining effective government relations with the province and federal governments as well as other associations and entities
- Day-to-day management of own workload
- Provide advice to senior management on credible policy positions
- Handling inquiries from the Board, Executive, Caucus and external agencies to decide relevance of responses and impact and deal tactfully with officials in a potentially controversial situation

Environment and Equipment:

- Works in an office environment and travels to external meetings and conferences
- Responsible for the care of computer and related equipment
- May require the lifting and movement of materials and supplies

Revised 2020