

# Job Description

Job Title:	<b>Senior Policy Analyst – Climate Action</b>	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, Richmond Operations	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.

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

### **Senior Policy Analyst for Climate Action**

The Senior Policy Analyst for Climate Action will be the primary contact for all policy issues related to climate action. This work entails:

- leading policy research and analysis on all climate action related issues
- acting as the liaison with provincial, federal, non-governmental and industry counterparts on climate action
- supporting the implementation of the UBCM Special Committee on Climate Action and the work of the Local Government Finance Working Group
- advising on climate action related provincial, federal and UBCM programs
- representing UBCM on appointments to provincial, federal and local and other external agency committees, working groups and boards
- identifying opportunities to advance climate action at all orders of government

Areas of primary focus include:

- mitigation
- adaptation (resilience)
- land-use planning
- transportation
- buildings
- solid waste management
- agriculture (emerging area of climate action)
- transitioning economies to the clean economy (in consultation with CED policy staff)
- health (in conjunction with Healthy Communities policy staff)
- housing (in conjunction with Housing policy staff) (e.g. mass timber use, Energy Step Code)
- emergency management (in conjunction with Community Safety policy staff) (e.g. mitigative strategies for extreme weather events)
- emerging policy areas

In addition to the above primary duties, and in consultation with the Senior Leadership Team (SLT), the position will support an ongoing review of UBCM's corporate operations. It will advise on new activities and processes that ensure UBCM's corporate operations reflect the members positions on climate action. This includes UBCM conventions, executive meetings, summits and partner supported events (e.g. travel emission offsets, hybrid conferences, and remote work options). The position will also conduct research and analysis to provide support to the SLT members on the consideration of any Environmental, Social and Governance (ESG) related policies for UBCM (e.g. sponsorship policies, pension board support).

After one year, the position will be reviewed with the intent of transferring all environment files to the position, at which time it would become a Senior Policy Analyst of Environment & Climate Action.