

TITLE: SENIOR POLICY ADVISOR

MINISTRY: ISLANDS TRUST

MINISTRY OF MUNICIPAL AFFAIRS

SUPERVISOR TITLE: DIRECTOR, TRUST AREA SERVICES

CLASSIFICATION: POL EC 27R

WORK UNIT: TRUST AREA SERVICES

SUPERVISOR POSITION #: 36525

PROGRAM

Located in Coast Salish territory, the [Islands Trust](#) is a special purpose government responsible for protecting the unique amenities and environment of more than 450 islands and surrounding waters in the southern Strait of Georgia and Howe Sound. Created by the Province via the *Islands Trust Act*, Islands Trust plans and regulates local land use, coordinates with other level of government and First Nations on key issues impacting the area, and protects land through the Islands Trust Conservancy.

JOB OVERVIEW

The Senior Policy Advisor plays a key role in developing and implementing corporate advocacy positions and inter-governmental relations strategies that advance the provincial object of the Islands Trust, the goals and policies of the Islands Trust Policy Statement and the Islands Trust Council's Strategic Plan. In order to provide time-sensitive advice to elected officials on high-profile issues, the Senior Policy Advisor stays current with emerging issues and trends through environmental scanning and monitoring of key indicators, and by building and maintaining strong working relationships with key officials in federal, provincial, First Nation, and other local governments. In addition, the Senior Policy Advisor supports implementation of the Islands Trust Policy Statement and, as required, develops bylaw amendments for Trust Council consideration, facilitates community and stakeholder input, and reconciles community and agency issues. The Senior Policy Advisor also leads the delivery and administration of the Islands Trust Community Stewardship Awards program.

ACCOUNTABILITIES

- Leads, coordinates and/or undertakes minor and major Policy Statement bylaw amendment projects in accordance with the requirements of the *Islands Trust Act*, using a full suite of project management tools, including defining objectives, formulating terms of reference, managing contractors, staff and financial resources and ensuring project completion and evaluation.
- Develops and implements processes for stakeholder consultations for Policy Statement bylaw amendments, in accordance with the requirements of the *Islands Trust Act*, including defining policies or priorities, identifying stakeholder preferences and recommending responses to community concerns.
- Independently leads organization-wide scanning of environmental, social, economic, legal and political decisions and trends in Canada and Washington State, filtering information relevant to advancing the Islands Trust Object and Policy Statement objectives, and formulating strategic recommendations on proactive and innovative advocacy strategies, positions and action plans.
- Independently analyzes legal decisions and policy recommendations to determine risks, financial impacts or organizational implications for the Islands Trust and recommends responses or actions.
- Acquires and maintains a sophisticated understanding of external stakeholder/partner viewpoint(s), ensuring their views are considered during the development of advocacy and inter-governmental relation strategies and messages.
- With direction from political bodies, independently leads, coordinates and/or undertakes intergovernmental

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focused research to advance the Policy Statement using best practice, current academic research and industry trends.

- Provides professional and strategic advice to senior management on implications of options for responding to emerging environmental, social, economic, legal and political issues that are relevant to the elected 26-member Islands Trust Council's coordination and assistance role in the determination, implementation and carrying out of municipal, regional and improvement district and government of British Columbia policies for the preservation and protection of the trust area and its unique amenities and environment.
- Independently provides advice directly to public and closed meetings of the Executive Committee, other standing committees, the designated spokesperson of the Islands Trust and to individual elected officials, while avoiding risks created by offering hasty or insufficiently researched advice.
- Leads the management of inter-agency letters of understanding and protocol agreements, monitoring for compliance, reporting on status of agreements, identifying need for new agreements or revisions to existing ones, and working with staff in external agencies to improve compliance and draft new or revised documents.
- With direction from political bodies, independently represents the Islands Trust on inter-governmental/jurisdictional working groups and at inter-governmental and other external meetings ensuring that the image, credibility and positions of the Islands Trust are maintained.
- Independently builds and fosters relationships with a diverse range of key officials in federal, provincial, First Nation and local governments, both in Canada and Washington State, and in business or not-for-profit organizations to facilitate information sharing and partnership development.
- Exercises a high degree of judgement, tact and diplomacy in dealing with issues that may involve communication of information that could have a significant impact on the image and credibility of the Islands Trust, including responding to enquiries from the media and elected officials from other jurisdictions.
- Leads a team to administer the annual Islands Trust Community Stewardship Award program which encourages others to advance the objectives of the Islands Trust Policy Statement.
- Develops process to assess organizational priorities for indicator data, determines methodologies, collects and analyzes demographic, statistical, economic, environmental, and other data from a variety of sources, identifies deviations, problems or opportunities, utilizes and communicates findings.
- As part of the annual report process, drafts an executive summary of Policy Statement implementation achievements by all corporate bodies of the Islands Trust.
- At the request of elected officials and with minimal supervision, convenes special topic educational sessions and creates displays and presentations for public meetings of the Islands Trust Council.
- Independently recommends viable objectives and policy/program options to public meetings of Executive Committee to ensure consistency with Trust Council's strategic priorities – sometimes responding on-the-spot to new requests arising at public meetings.
- Participates in the development and evaluation of Trust Area-wide policies and services, and recommends improvements to senior management.
- Independently identifies resource and budget requirements for new initiatives or projects, develops budget requests for public consultation, conducts detailed cost-benefit analyses and makes recommendations that could lead to significant organizational commitments – financial and personnel.
- As needed, identifies, recruits, selects and manages contractors, auxiliaries and students.
- Independently manages contracts after establishing terms of reference, reviewing proposals and selecting successful bidders.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive understanding of the local government structure and function as well as strong familiarity with the political and administrative functioning of other levels of government.
- Knowledge of the process of developing policy and legislation within the BC and Canadian governments.
- Knowledge of social, environmental, economic and land use planning issues relevant to the Islands Trust Area.
- Knowledge and understanding of provincial and federal government Acts, regulations, and relevant policies, particularly the Islands Trust Act, the Islands Trust Policy Statement, the Local Government Act, and the Community Charter.
- Demonstrated ability to provide professional advice and recommendations in briefings and at meetings of elected officials
- Demonstrated ability to analyze complex policy and legislation initiatives or program reforms.
- Demonstrated ability to lead and manage high profile, complex projects, involving multiple stakeholders and multiple components.
- Demonstrated ability to develop expertise rapidly to fully understand project complexities.
- Demonstrated ability to create and foster successful working relationships with individuals representing federal, provincial and local governments, First Nations, business and non-profit agencies.
- Demonstrated ability to prepare briefing notes and official correspondence, often on short notice.
- Demonstrated ability to identify and analyze reputational, financial, legal and operational ramifications of proposed options and responses, leading to professional recommendations to elected officials and senior staff.
- Demonstrated ability to identify major public policy issues in Canada and the United States that may impact Islands Trust mandate or initiatives.
- Demonstrated ability to use initiative to respond appropriately to unanticipated issues with innovative solutions using strong business and political acumen.
- Demonstrated ability to use tact, diplomacy, judgment and discretion to communicate effectively with elected officials, senior staff in other agencies professionals in a way that enhances the employer's reputation.
- Demonstrated ability to develop and manage third party contracts including deliverables and cost accounting
- Demonstrated problem solving and analytical skills to support opportunities that cross political boundaries and to form linkages to leverage these opportunities.
- Must be flexible, adaptable and demonstrate the ability to work independently with minimal supervision to manage a diverse and rapidly evolving workload, showing initiative and good judgment.
- Superior oral and written communication skills, including negotiation.

WORK EXAMPLES

- Independently drafts policy, policy amendments, protocols, inter-agency agreements, briefing notes and decision documents, Chair correspondence, summaries of senior government legislative and policy changes, publications, presentations, graphic displays of statistics, public discussion papers, regulatory hearing submissions, and Policy Statement bylaw amendments, subject to review by senior management and approval by elected officials. Drafts resolutions for consideration at the annual Union of BC Municipalities convention. Organizes workshops and minister meetings at conventions and conferences. The public nature of these work products entails significant professional judgment to mitigate the risk of backlash from stakeholders, including possible legal action.

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SELECTION CRITERIA

Education and Experience Requirements

- Bachelor's degree in public administration, political science, social sciences, or other related fields such as geography, planning, or law.
- A minimum of 5 years of progressively responsible experience in strategic policy development and implementation, including experience working directly with elected officials and external agencies.
- Experience conducting research and policy analysis with related public consultation; which may include analyzing, researching, planning, communicating, and delivering new programs.
- OR an equivalent combination of education, training and experience may be considered.

Preference may be given to candidates with the following experience:

- Experience working with teams and committees of elected officials on sensitive, high profile issues.
- Experience with inter-governmental and advocacy activities.
- Experience with land use planning and/or environmental management.

Provisos:

- Possession and maintenance of a Class 5 BC Drivers' License.
- Criminal Record Check is required.

BEHAVIOURAL COMPETENCIES

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Impact and Influence is the ability to influence, persuade, or convince others to adopt a specific course of action. It involves the use of persuasive techniques, presentations or negotiation skills to achieve desired results.

Information Seeking is driven by a desire to know more about things, people or issues. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.

Organizational Awareness is the acumen to appreciate and the ability to use the power relationships in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and the individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization.

Organizational Commitment is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

INDIGENOUS COMPETENCIES

Building a Trust-Based Relationship requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open

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exchanges of experiences and culture. It requires a genuine, non-controlling approach and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures, and communities.