



Union of NS Municipalities

Policy Advisor

Position Title: Policy Advisor

Reports To: Executive Director

Position type: 2 year full time, renewable

Location: Halifax, Nova Scotia

Closing Date: March 16, 2018

The Policy Advisor is a key part of the UNSM team. The position requires a thorough understanding of the opportunities and challenges facing municipalities in general and elected officials in particular. The Advisor uses acquired knowledge and experience to inform the decisions of the UNSM and to assist members in understanding issues and fulfilling opportunities. The Advisor will provide advice and assistance to the organization on a variety of complex and politically sensitive issues related to municipal policy, operations, financial matters, legislation and regulations, taxation, revenue generation, etc. The Advisor is expected to demonstrate initiative, problem solving skills and creativity, sensitivity to various perspectives, and professionalism. The Advisor is expected to be a strong team player.

Key responsibilities of this position include but not limited to

- Provide policy support to the UNSM Board and municipalities
- Provide policy support to committees, including stakeholder committees
- Provide communications support to the organization including the preparation and delivery of presentations, newsletter and magazine articles, speeches, letters etc.
- Identify and develop tools and resources on policy issues
- Undertake research and analysis and propose recommendations to address policy issues and opportunities.
- Assist in the development of priorities, resolutions and advocacy strategies for the organization

Required Education and Qualifications

Education: A degree in public administration, communications or public relations with five to seven years related experience

Specialized Knowledge: Knowledge of municipal and provincial government

Skills: active listening, research, policy analysis, project management and organizational skills, presentation and facilitation, strategic writing related to speeches, articles, media releases, terms of reference and briefing note preparation, computer software including MS Office

Abilities: Ability to multi-task and/or work on multiple projects, meet timelines and prioritize

Technical Skills

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Preferable – skills in social media and web content

Application Procedure

If you qualify for the above position, we invite you to apply with your resume and cover letter, stating why you are interested in this position. Please apply via email to Tracy Verbeke, tverbeke@unsm.ca.

Applications should be received by March 16, 2018. Only applicants chosen for an interview will be contacted.