

Senior Policy Advisor

The Alberta Post-Secondary Network (APSN), the advocacy and coordinating body for Alberta's 27 public post-secondary institutions, is seeking a talented policy-oriented individual to lead public policy research and analysis in support of the sector's advocacy and engagement efforts with the provincial government.

Position Summary

Reporting to the Executive Director, the Senior Policy Advisor leads APSN's public policy development work, in support of the organization's strategic objectives.

The ideal candidate will have a high degree of familiarity with Alberta's post-secondary sector, exceptional strategic policy, quantitative analysis, and the interpersonal and communication skills to provide specialized, expert advice on a broad range of issues, including the sector's economic, social and cultural impacts, and value in supporting Alberta's growth.

Key Responsibilities

- Lead strategic policy and program research and analysis related to current and emerging policy issues.
- Actively contributes to strategic planning, including the development of APSN's annual advocacy and engagement plans as well as file specific planning.
- Monitor government and sector developments, including emerging policy, legislative, regulatory, fiscal and political developments and assesses their implications for APSN members.
- Undertake research and analysis, including quantitative and qualitative analysis, on a broad range of topics in support of the post-secondary system, with attention to implications across different institution types and regions.
- Focus on understanding the economic impact of the post-secondary sector and its role in supporting Alberta's social, economic and cultural growth and diversification.
- Prepare evidence-based policy recommendations to support the sector's advocacy agenda and APSN's strategic plan.
- Provide strategic advice and input to the Executive Director and the APSN team, presidents and senior administrators.
- Develop and maintain environmental scans, issue trackers, jurisdictional comparisons and other tools that support organizational planning and informed decision-making.
- Build and strengthen strategic relationships and partnerships within post-secondary institutions, government, national associations and other stakeholders.

- Prepare a wide range of written materials such as research reports, briefing documents, policy proposals, pre-budget submissions, consultation responses, funding requests and other evidence-based submissions to government.
- Draft executive-ready briefing notes, backgrounders, speaking points, correspondence, presentations and meeting materials tailored to senior government and institutional audiences.
- Supports the APSN team in developing key messages around APSN's strategic priorities and the drafting of communication materials such as op-eds, press releases, policy statements and social media posts across a variety of platforms.
- The role entails regular interaction with senior leaders and/or their staff across the post-secondary sector, government, business and the community.

Qualifications

- Graduate degree in public administration, political science, economics, business administration or related field.
- Minimum of five years of experience in public policy, government, government relations, advocacy, post-secondary education or similar position.
- Deep knowledge of government structures, policy formulation and decision-making processes are critical.
- Demonstrated experience analyzing complex policy issues and translating findings into practical advice and high-quality materials for executive or government audiences.
- Exceptional research, analytical and writing skills, with the ability to assess evidence critically and communicate complex issues clearly, accurately and concisely.
- Comprehensive understanding of Alberta's political, economic and social environment is necessary.
- Knowledge of Alberta's post-secondary system would be an asset.
- Strong written and verbal communication skills are essential.
- Superior organizational and time management skills.
- Critical thinking skill are required.
- Demonstrated attention to detail in all aspects of the work.
- A basic understanding of AI and how to incorporate the tool into the workplace.
- Diplomacy and tact are required, especially when engaging government, stakeholders and members.
- Experience working with MS Office software suite, including Outlook, Excel spreadsheets, Word, PowerPoint, Teams and Zoom etc.

Working Conditions

- Primarily office environment with a hybrid work model in place that allows for up to two days work from home with management approval.
- Regular interaction with senior leaders and/or their staff across the post-secondary sector, government, business and the community.
- Occasional travel within the province is required.
- Tight timelines and quick turnarounds on assignments are a regular occurrence.
- Constant usage of office and administrative equipment and software. APSN operates MS Office suite of programs. Routine use of computer – typing and screen time.
- Other duties may be assigned from time to time.

To apply, please forward a resume and cover letter to ed@apsn.ca. We thank all applicants for their interest; however, only the individuals selected for an interview will be contacted.