

# Job Title: Municipal Accountability Advisor

## Job Information

Job Title: Municipal Accountability Advisor  
Job Requisition ID: 26216  
Ministry: Municipal Affairs  
Location: Edmonton  
Full or Part-Time: Full Time  
Hours of Work: 36.25 hours per week  
Regular/Temporary: Permanent  
Scope: Open Competition  
Closing Date: April 22, 2022  
Classification: Subsidiary 02B 3625 Program Services 4

## About Us

The Government of Alberta is committed to a diverse and inclusive public service that reflects the population we serve to best meet the needs of Albertans. Consider joining a team where diversity, inclusion and innovation are valued and supported. For more information on diversity and inclusion, please visit: <https://www.alberta.ca/diversity-inclusion-policy.aspx>

Alberta Municipal Affairs assists municipalities in providing well-managed, collaborative, and accountable local government to all Albertans through emergency management, property services, and safety codes. For more information about Alberta Municipal Affairs, please visit: <https://www.alberta.ca/municipal-affairs.aspx>

The Municipal Capacity and Sustainability Branch supports municipal sustainability and good governance by providing advisory services to municipalities and the public, leading municipal training initiatives, offering municipal dispute resolution services, and addressing municipal viability and legislative compliance challenges.

## Role

Are you passionate about working collaboratively with municipal leaders to promote strong, accountable municipal governments? Do you wish to put your wealth of government policies, priorities, and legislative knowledge to use in an impactful and fulfilling way? Then the Municipal Accountability Advisor role is for you!

Reporting to the Manager, Municipal Accountability, the Municipal Accountability Advisor is a member of an advisory team that engages proactively with municipal administrators, other departments, and associations to promote legislative compliance at the municipal level. The team is also responsible for supporting the Minister's authority to intervene in significant concerns of municipal legislative non-compliance. The primary purpose of the Accountability Advisor role is to implement the Municipal Accountability Program, which assesses and supports municipal compliance with the Municipal Government Act in their administrative and governance processes and procedures.

As part of these activities and processes, the Accountability Advisor:

- Designs, plans, coordinates, delivers and evaluates processes for the review and enhancement of municipal legislative compliance across Alberta;
- Ensures municipalities are offered appropriate support and resources for attaining legislative compliance; and
- Provides leadership to internal teams and external municipal administrations.

In addition to these primary responsibilities, this position also:

- Is a member of the Municipal Sustainability and Accountability team within the Municipal Capacity and Sustainability Branch and may be asked to support other branch activities as required.
- Uses the Municipal Government Act to provide advice and information to elected and appointed municipal officials and to the public.
- Deals with concerns regarding practices of municipal government and, where required, uses appropriate departmental regulatory powers to address municipal issues to enhance local government transparency and accountability to their citizens and the province.
- Makes recommendations to senior management and the Minister on how to address municipal concerns

raised through the petitioning process, and through correspondence with municipal councils, CAOs and the public.

The Municipal Accountability Advisor performs work in accordance with relevant government and ministry legislation, regulations, policies and guidelines and at times, significant travel is required to conduct annual reviews or provide training or advisory visits.

## Qualifications

### Required:

A Bachelor's Degree in public administration or other related field, supplemented by 4 years progressively responsible experience working with or applying the Municipal Government Act; or equivalent as described below:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education.

### Experience or knowledge that will be considered an asset:

- Previous municipal government experience at a senior management level
- Significant expertise in municipal governance and administration, including the Municipal Government Act, the Local Authorities Election Act, and the Freedom of Information and Protection of Privacy Act.
- General understanding and application of the principles of natural justice, Administrative Law and procedural fairness in an investigative setting.
- Certification or designation in a local government field or equivalent; such as the National Advanced Certificate in Local Authority Administration.

## APS Competencies

Competencies are behaviors that are essential to reach our goals in serving Albertans. We encourage you to have an in depth understanding of the competencies that are required for this opportunity and to be prepared to demonstrate them during the recruitment process.

The link below will assist you with understanding competencies: <https://www.alberta.ca/assets/documents/psc-alberta-public-service-competency-model.pdf>

### The following competencies are essential for this position:

- **Develop Networks** – you make working with a wide range of parties an imperative and create an impactful relationship with the right people.
- **Systems Thinking** – you take a long-term view of the objectives, challenges, and opportunities and anticipate outcomes and potential impacts.
- **Creative Problem Solving** – you use a wide range of techniques to break down problems and allow others to think creatively and voice ideas to identify new solutions.
- **Agility** – you proactively incorporate change into processes and create opportunities for improvements.
- **Drive for Results** – you actively set goals and remain open to advice to identify and correct areas for improvement.

## Salary

\$2,683.10 - \$3,507.06 bi-weekly (approximately \$70,029 - \$91,534 annually)

## Notes

### Hours of Work:

7.25 hours a day / 36.25 hours a week.

**Term of Employment:**

Full-time, permanent

**Location:**

This position is located at 17th floor, Commerce Place, 10155-102 street, Edmonton, AB

**Additional Information:****Instructions for your Resume:****For Employment Experience:**

Please indicate duration of employment (month, year)

Please specify employment status (i.e. Casual, part-time or full-time)

Ex: Youth Worker, Jan 2006 - June 2009, Part-time (three 8 hr. shifts/week)

**For any Post-Secondary Education:**

Please specify your major and length of program

Please specify the year you graduated

Ex: Bachelor of Social Work, 4-year Degree (Graduated 2017)

**Links and information on what the GoA has to offer to prospective employees.**

- Working for the Alberta Public Service – <https://www.alberta.ca/advantages-working-for-alberta-public-service.aspx>
- Pension plans:
  - Public Service Pension Plan (PSPP) – <https://www.pspp.ca>
  - Management Employees Pension Plan (MEPP) – <https://www.mepp.ca>
- Leadership and mentorship programs
- Professional learning and development
- Positive workplace culture and work-life balance

**How To Apply**

Click on the “Apply” button.

Candidates are required to apply for a job online. Please visit <https://www.alberta.ca/navigating-online-jobs-application.aspx> to learn more about creating a candidate profile and other tips for the Government of Alberta’s online application system.

If you are not currently an employee with the Government of Alberta, the first step in applying for a job is creating your candidate profile within our online application system, click here to access the main log in page where you are able to ‘Create an account’, reset your password (‘Forgot your password’) or ‘Sign In’ should you already have an account.

Existing employees should access the Career tile in 1GX to submit their application in order to be recognized as an internal applicant.

Once you have created your candidate profile, visit the Alberta Public Service job site to apply for jobs at <https://www.alberta.ca/alberta-public-service-jobs.aspx>

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

**Resources for applicants:**

<https://www.alberta.ca/apply-for-jobs-with-the-alberta-public-service.aspx>

<https://www.alberta.ca/alberta-public-service-hiring-process.aspx>

<https://alis.alberta.ca/look-for-work/>

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) <https://www.alberta.ca/iqas-overview.aspx>. Applicants are encouraged to include the assessment certificate from IQAS or any other educational assessment service as part of their application.

### **Closing Statement**

This competition may be used to fill future vacancies, across the Government of Alberta, at the same or lower classification level.

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the advertised requirements. Only individuals selected for interviews will be contacted.

If you require any further information on this job posting or a copy of the role profile, and/or require a disability related accommodation during the recruitment process, please contact Deborah Babu at [deborah.babu@gov.ab.ca](mailto:deborah.babu@gov.ab.ca).

If this competition is closed as per the closing date noted above, please continue to check <http://www.jobs.alberta.ca> for a listing of current career opportunities with the Government of Alberta.