

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Aurora College	Policy Advisor	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
91-16519	Fort Smith	Corporate Services & Administration

## **PURPOSE OF THE POSITION**

The Policy Advisor supports the development, review, amendment, and dissemination of institutional policies. The Policy Advisor coordinates across the institution and with various policy owners to ensure appropriate stakeholders are involved in the development and revision of policies. The Policy Advisor serves as a subject-matter expert to faculty and staff regarding policy development processes, and ensures policies are well-defined, accessible, and support institutional quality assurance requirements.

## **SCOPE**

The Policy Advisor operates in Fort Smith and reports to the Manager, Policy Development, this position supports the Manager in working with representatives from all divisions to develop and revise policies. When developing new or enhancing existing policies, the Policy Advisor is responsible for completing research, engaging stakeholder groups, and advising the Manager.

The Policy Advisor may undertake analysis, develop policy proposals, and make recommendations to the Manager to ensure that policies reflect the evolving requirements of Aurora College, including meeting national standards, best practices, and requirements of quality assurance processes.

## **RESPONSIBILITIES**

- 1. Supports policy development, research, review, revision, and dissemination for Aurora College**
  - Supports and coordinates the development and revision of institutional policies.
  - Identifies areas where policies need to be developed or revised to meet quality assurance requirements or institutional needs.

- Coordinates and supports the involvement of faculty and staff with specialized knowledge and/or areas of expertise in the development and revision of policy and invites students into the discussion when developing student services policies.
- Monitors developments in post-secondary education in other jurisdictions and keeps abreast of issues that may affect institutional policies.
- Maintains a priority list of policies requiring review, revision, and development.
- Maintains ongoing and effective communication with College faculty and staff regarding policy issues.
- Assists in communicating information about new and revised policies to Aurora College faculty, staff, and students.
- Supports meetings and activities of the Aurora College Policy Working Committee by developing draft policy documents and providing follow-up.
- Compiles research on existing Aurora College policies, analyzes findings, and makes recommendations to the Manager, Policy Development
- Compiles research on policies from other post-secondary institutions to compare Aurora College policies to nationally accepted practice.
- Interprets policy and legislation and their impact on institutional policies.
- Supports and coordinates proposals as related to policy development. Collaborates with the Manager, Policy Development in preparing proposals as related to policy development.
- Delivers presentations as related to policy development.
- Prepares briefing notes and responses to correspondence as related to policy.

## **2. Contributes to the effectiveness, safety, and reputation of the College.**

- Upon request, creates reports, analyses, budgets, and/or briefings in support of department operations.
- Complies with all institutional policies and applicable legislation.
- Provides input and pertinent information to others for new projects, initiatives, and future training plans as required. May undertake special projects, as assigned by the Manager, Policy Development.
- May support, or provide input to, events and presentations that promote Aurora College's activities, programs, and offerings to others. Acts as an ambassador by promoting Aurora College's programs and image.
- Fosters a supportive learning/working environment and assists other staff/faculty as needed.
- Attends team-building functions and regular department meetings, which may be face-to-face or virtual. At times, the incumbent may be asked to chair or take minutes at meetings.
- Participates in an appropriate share of institutional service assignments, such as participating in committees.
- Documents professional development plan and required training needs.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge post-secondary policies, procedures, and regulations.
- Knowledge of project management concepts and practices.
- Skills in MS Office, Internet, Email and database software.
- Skills in facilitation and presenting.
- Skills in conceptual thinking, research, analysis, and problem-solving.
- Ability to write policy and reports.
- Ability to work both independently and collaboratively.
- Ability to analyze complex issues.
- Ability to prioritize work, meet deadlines, and manage multiple projects simultaneously.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

Completion of a bachelor's degree and two years of work experience in research, analysis, and or policy development.

Equivalent combinations of education and experience will be considered.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

- ☐ No criminal records check required.
- ☒ Position of Trust – criminal records check required.
- ☐ Highly sensitive position – requires verification of identity and a criminal records check.

### **French language (check one if applicable)**

- ☐ French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

**Indigenous language:** Select language

☐ Required

☐ Preferred