

**Open to the Public**  
**Senior Municipal Advisor**  
**Department of Fisheries and Communities**  
**Location: Charlottetown**  
**Full-Time Classified Position**

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The PEI Department of Fisheries and Communities aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. Working under guidance of the Manager, this is a senior level position providing leadership, comprehensive and confidential professional advice and support to municipal groups as well as individual municipal leaders through effective counseling and coaching on a range of sensitive topics. This position is also responsible for designing and delivering training workshops for municipal leaders.

**Duties will include:**

- Assisting municipal staff and councils with the interpretation of the *Municipal Government Act* (MGA) and any other legislation and regulation pertaining to municipalities and respecting the activities and operations of municipal governments;
- Providing professional and confidential advice on complex issues to municipal staff and councils;
- Providing advice to municipal boards and associations in all aspects of local governance and providing effective liaison between municipal governments and the Province on matters of provincial-municipal interest;
- Advising chief administrative officers and guiding municipal staff regarding the development of municipal policy, council procedures and strategic planning; administrative management; legislative and regulatory enforcement procedures, etc.;
- Providing comprehensive advice/recommendations to the Minister, Deputy Minister, Director and senior management on a variety of municipal governance matters;
- Conducting legal research in support of policy initiatives, as well as research and analysis of issues/trends of relevance to the department by monitoring emerging trends in municipal governance policy;
- Analysing and evaluating the impact of municipal governance and municipal land use planning legislation and policy options in other jurisdictions in relation to PEI;
- Providing leadership and support to the senior management of the Department in developing departmental capacity for program/service evaluation;
- Researching and writing briefing notes, Executive Council Memoranda and legislative proposals;
- Preparing formal and informal training materials and providing training sessions for municipal associations, municipal staff, and councils;
- Training municipal staff and delivering consultative, advisory and educational services for elected officials in the areas of local government administration, governance and financial management;
- Collaborating with the Federation of PEI Municipalities and the Association of Municipal Administrators to develop training and facilitation workshops;
- Other duties as required.

**Minimum Qualifications:**

- Degree, preferably at the Master's level, with preference for an education degree or related topic.
- Considerable experience as a municipal advisor, providing guidance, support and direction to municipal governments.
- Extensive experience as a senior policy advisor.
- [Demonstrative Equivalencies will be considered.](#)
- Excellent written and verbal communication skills; demonstrate knowledge of municipal governance and public administration.
- The successful applicant must provide a satisfactory Criminal Records Check prior to commencing employment.

**Other Qualifications:**

- Experience in adult education and/or developing education programs, training and resource materials such as guides, curriculum.
- Experience in human resource management, labour relations and conflict resolution.
- Excellent communication and facilitation skills.

**Preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement.**

**Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.**

**Salary Range:** \$32.57 - \$40.70 per hour (Level 18 UPSE)  
**Bi-weekly Hours:** 75.0 hours bi-weekly (evenings and weekends as required)  
**Posting ID#:** 145123-0421FCPO  
**Closing Date:** Thursday, July 8, 2021 4:00p.m.

**Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. It is the responsibility of the applicant to confirm receipt of the application, by telephone or in person prior to the closing date. Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs). Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.**