

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

POSITION DESCRIPTION

POSITION: Policy Management Advisor

DEPARTMENT: Human Resources

REPORTS TO: Associate Director,
Privacy, Information Access and Policy Management

DATE: April 2019

POSITION SUMMARY

Oversees and engages in execution and maintenance of the Institute's policy management processes. Contributes as an integral member of the Institute's Policy Review Team. Advises on technical and procedural elements of policy development; collaborates with policy sponsors/writers on policy development. Acts as subject matter expert for Institute policy writing, documentation standards, and procedures related to policy development and management. Maintains master control and repository systems for the Institute's approved policies and related documents.

KEY ACCOUNTABILITIES

Executes, administers and maintains the Institute's policy management processes, ensuring consistency, timeliness, and compliance with the policy development and maintenance framework under the direction of the Associate Director.

Contributes as an integral member of the Institute's Policy Review Team (PRT); provides administrative support to the Chair, Policy Review Team. Maintains current knowledge of the Institute's policies and their status, and provides related expertise to the review teams.

Oversees and administers the Institute-wide policy review process. Tracks the creation, review, revision, and approval of the Institute's policies and monitors update and revision schedules. Manages multiple projects and timelines, works independently on own tasks and encourages others to act as needed to meet deadlines.

Advises policy sponsors/owners by conducting research and analysis on policies and providing access to policy documents. Gathers, reviews and takes action on policy feedback from sponsors/owners, particularly as it pertains to new or revised policy requirements.

Advises on technical and procedural elements of policy development, including document structure and other compliance requirements. Collaborates with policy writers on development of new or revised policy documents. Writes, edits, or rewrites text to improve texts for clarity and consistency.

Oversees and administers policy approval processes, ensuring new and revised policies are aligned with appropriate approving body; coordinates scheduling and preparation of submissions for successive reviews, and for final submission to the Board of Governors.

Acts as subject matter expert for Institute policy writing, documentation standards, and policy development and management procedures. Oversees and engages in development, implementation and maintenance of policy management software.

Maintains master control and repository systems for the Institute's approved policies and related documents. Also maintains official archives of retired Institute policy documents. Manages publication of policy documents on the Institute's website.

Responds to general information requests and inquiries related to the Institute's policy documents. Liaises with policy owners, legal counsel, and others to respond to inquiries or to communicate relevant policy-related information.

Participates in Information Access and Privacy (IAPO) and Project Management projects and initiatives as assigned by the Associate Director.

QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree in public administration, communications, English, or related discipline such as technical writing or editing.
- A degree in law is an asset.
- A minimum of five years of related experience, including policy research, analysis, creation and revision of policies and other related governance documents.
- Membership in Editors Canada, Society for Technical Communication or similar professional associations preferred.
- An equivalent combination of education and experience may be considered.
- Solid knowledge of policy development, revision, and management practices within the context of a post-secondary institution.
- Solid project management skills with ability to manage projects across multiple functions and stakeholders.
- Advanced organization skills with ability to establish schedules and meet deadlines.
- Advanced oral and written communication skills with ability to communicate effectively with all levels of employees and managers.
- Detail oriented with ability to pay close attention to detail and accurately edit written documentation.
- Solid problem solving skills with ability to assess complex situations and exercise sound, independent judgement to resolve.
- Proficiency in MS Office products, Adobe, and web publishing applications.