



Make working for
The City work for you.



Indigenous Policy Strategist

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Reporting to the Leader, Strategic Relationships in City & Regional Planning, the Indigenous Policy Strategist helps to advance the Planning & Development Services (PDS) department's contribution to Truth & Reconciliation actions, The City of Calgary's Indigenous Policy, and White Goose Flying report. The Planning & Development department consists of the following Business Units: Climate & Environment, Development Business and Building Services, City & Regional Planning, Community Planning, and Downtown Strategy.

The position acts as a relationship management liaison between PDS staff and Indigenous communities and provides project/program management support for PDS's Indigenous program activities. The position also has a role as an Indigenous subject matter expert and advisor (culture, history, protocols, engagement, etc.) to departmental staff and leadership with respect to planning, development, climate, and environmental matters.

Primary duties include:

- Conduct research, investigation, data collection and analysis to support the Indigenous program throughout the Planning & Development Services department.
- Develop and coordinate relationships, and guide culturally appropriate engagement activities between Planning & Development Services staff and Indigenous parties.
- Provide project management support to Indigenous programs. This includes scheduling meetings and events, managing schedules, taking meeting minutes, coordinating schedules, maintaining records, and documenting risks.
- Provide Indigenous subject matter expertise to departmental staff and leadership in relation to policy research and development, analysis, briefings, reports, or engagement opportunities.

Qualifications

- A degree in Indigenous Studies or related field and at least 3 years of relevant experience OR;
- A master's degree in Indigenous Studies or related field and at least 1 year of relevant experience.
- Experience and/or knowledge in any areas of the Planning and Development Service's work is an asset: community, regional or transportation planning policy and processes, land development and approvals, climate change adaptation and mitigation, municipal infrastructure, environmental management, or sustainability and resilience.
- Experience in building and maintaining relationships and collaboration with Indigenous communities, both rural and urban, and Traditional Knowledge Keepers.
- Knowledge of Indigenous history, culture, ceremony and languages relevant to the Treaty 7 Nations and region is an asset.
- Experience and/or knowledge of community and/or social or economic development, or archaeological and historical assessment protocols in an asset.
- To be successful in the role, the Strategist must demonstrate tact and diplomacy, political acumen, relationship management skills, and excellent communication skills.
- Preference will be given to applicants with verifiable membership of an Indigenous nation, with demonstrable lived experience.

Working Conditions: Mainly an office environment with external meetings and public engagement sessions.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Workstyle: This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. These arrangements depend on the operational requirements of the role, employee suitability, and are subject to change based on operational needs and corporate direction.

Union: CUPE Local 38
Position Type: 1 Permanent
Compensation: Pay Grade 11 \$44.76 - 59.84 per hour
Hours of work: Standard 35 hour work week.
Audience: Internal/External

Business Unit: City and Regional Planning
Location: 800 Macleod Trail SE
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: March 14, 2025
Job ID #: 311361

Apply online at www.calgary.ca/careers