



Competition: 19-03 Policy Analyst, Policy and Communications

Position Type: Full-time, Permanent, (Excluded)

Salary Range: \$64,400.00 – \$92,000.00

Closing Date: Open until suitable candidate is found

Reporting to the Executive Director, Policy and Communications, the Policy Analyst takes on many complex and technical pension policy functions. This position works as part of the SFPP Corporation team, supporting plan-design processes, supporting the administration of SFPP and monitoring of the Plan's service providers, researching plan funding and investment, and contributing to the Corporation's processes, such as the Enterprise Risk Management (ERM) program. Under the direction of the Executive Director, this position provides research, educational materials and other support for the SFPP Sponsor Board and the SFPP Corporation Board of Directors.

The purpose of this position is to interpret legislation, conduct research, identify issues and prepare recommendations for policy and compliance issues that arise in the administration of SFPP, including the filing of appropriate documentation with Canada Revenue Agency and Alberta's Superintendent of Pensions.

This position ensures that SFPP Corporation's staff have the pension policy information necessary to support decisions, provide excellent support to the Sponsor and Corporate Board, and manage risks concerning pension plan policies and administration.

Additionally, the Policy Analyst will:

- Lead the identification, development and implementation of plan text, Bylaws, or process documents.
- Provide interpretive services relating to relevant pension legislation, including providing policy support and advice.
- Review and update existing SFPP Corporation's administrative pension policies. Provide analysis of the administrative service provider's quarterly service reports.
- Report any known or potential non-compliance or trends to the Executive Director, Pension Policy and Communications.
- Support the development of communication material for associations, members and employers relating to the implementation of pension policy.
- Lead the review of communications materials (website, member communications, and annual report).
- Lead the development of administrative policy documentation.
- Support the development and update of the ERM model.

Qualifications:

- University degree and five to seven years of directly related experience; or
- Diploma with seven to ten years of directly related experience.
- Having a Pension Plan Administration Certificate (PPAC) or equivalent would be considered an asset.

PLUS:

- Significant experience working with policy, legislative development, pension administration or research.

Knowledge:

- Understanding of the *Joint Governance of Public Sector Pension Plans Act*, knowledge of the *Employment Pension Plans Act* and regulations, and knowledge of the *Income Tax Act* and Regulations.
- Good understanding of meaning and importance of fiduciary obligations.
- Understands governance principles.
- Knowledge of funding principles for pension plans.
- Knowledge of practices relating to pension administration.

Skills and Abilities:

- Strong ability to interpret legislation and able to identify legislation in court decisions.
- Excellent research skills on all aspects of pension administration.
- Exceptional written and verbal communication skills.
- Strong interpersonal and organizational skills.
- Solid analytical and problem-solving skills.
- Strong Microsoft Office skills.
- Capacity to work independently, including the ability to schedule realistically.
- Ability to share ideas and receive advice and feedback in a team environment which operates on a high level of trust.
- Ability to maintain positive and healthy relationships with staff members and external stakeholders with a high level of trust.
- Ability to work with confidential information.

SFPP Corporation offers comprehensive and flexible benefit package.

How to Apply:

If you are interested in this position, please submit your resume to recruitment@sfpp.ca. Each submission needs to clearly indicate the **competition number** of the position you are applying for.

Please Note: If you are submitting a resume for multiple positions, please send a separate submission for each competition. The successful candidate(s) will be required to undergo a security screening as a condition of employment. This job posting may be used to fill current and future vacancies at the same or lower classification.

Thank you for your interest in SFPP Corporation. Only those candidates selected for interviews will be contacted.