

Policy Analyst – Term (16 Months)



This opportunity is simple: we're inviting you to bring your skills and talent to our organization through the role of *Policy Analyst!* Join us in our mission of providing municipal service to residents, businesses, and organizations in a friendly, effective and innovative manner.

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of historically excluded communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Draft new policies or amendments to existing policies;
- Perform an ongoing review of existing policies to ensure their currency, relevance and need of policies and make recommendations to Senior Management on whether an existing policy should be amended, replaced, or repealed;
- Coordinate policy review with Senior Management and applicable staff to ensure policy work addresses core issues effectively and efficiently;
- Communicate and advise on implementation of policies with both staff and the public;
- Coordinate and draft memoranda, briefing notes, and reports to council;
- Participate in Council meetings and workshops;
- Develop and maintain relationships with other municipal jurisdictions, other levels of government, and relevant industries to stay abreast of trends or developments which may impact policy matters/issues; and
- Research topics and special projects as assigned.

Candidate Profile

- Degree in Business, Public Administration, Economics, Law, Political Science or related discipline. Masters degree would be an asset;
- 1-3 years of related experience including public policy analysis and development, drafting of policies and guidelines for day-to-day application, and report writing;
- Demonstrated qualitative and quantitative analytical skills to develop policy options and assess expected outcomes, and demonstrated strategic thinking to support policy recommendations;
- Demonstrated research skills to collect and synthesize information from a variety of sources such as government reports, academic research, and stakeholders;
- Strong communication and well developed organizational skills;
- Ability to take initiative and work independently in individual projects, as well as ability to work in a team environment;
- Knowledge of the Municipal Government Act is an asset; applicant should also possess sufficient knowledge and/or experience with rural municipal settings to aid in above analyses; and
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Outlook, and Excel.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$35.94 - \$42.87/ hour) of the Municipal Pay Band. The hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). This position supports a standing committee of Municipal Council that meets on the first Monday of every month in the evening. Some additional evening and weekend work may be required.

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

For a detailed job description and to learn more about our region, our organization and our commitment to equity and diversity, view the job posting [here](#) on our website.

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience (consideration will be given to both relevant paid and unpaid work) will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by 4:30pm Friday September 22, 2023.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.