

JOIN OUR TEAM

Junior Policy Analyst



The perfect blend of work and casual living, the Municipality of Chester is an easy 40-minute commute to downtown Halifax - leisure with business, rural with convenience. Enjoy the feel of close-knit, safe, community living within proximity to major centers, healthcare, schools, green spaces, childcare, and amenities such as shops, restaurants, trails, cultural venues, community centres, and much more.

What we are looking for

The Municipality of Chester is looking for a permanent full-time Junior Policy Analyst to join our growing team. The candidate will work alongside municipal staff in a collaborative and cross-departmental framework to advance projects, initiatives, plans, and policies that align with the strategic priorities of Council.

Specific skills include:

- Knowledge of policy tools and policy development process
- Knowledge/application of research methodology, economic and statistical analysis methods, jurisdictional scans, and data analysis to analyze trends to make informed policy recommendations and assess impact on policy and program development
- Sound research and analytical skills to understand and assess the external impact of trends and issues; define problems and potential resolutions; develop new research concepts to respond to changes in strategic focus and political/socio-economic priorities
- Knowledge of the MGA, relevant provincial legislation, and other relevant regulations or policies affecting municipal governance or operations
- Understanding of local municipal government governance and administration, including an understanding of current social, economic, environmental trends and their relevance to local government
- Excellent written and verbal communication skills, with the ability to present research findings and policy recommendations in a clear and concise manner
- Ability to work independently and as part of a team, meet deadlines, and manage multiple tasks and priorities simultaneously
- Adherence to high standards of confidentiality

Duties and responsibilities

Reporting to the Deputy CAO, the Junior Policy Analyst is expected to:

- Conduct research and analysis related to municipal policy issues, including gathering data, reviewing literature, analyzing and recommending policy options for eventual presentation by department heads, managers, and supervisors to Council.
- Assist with the development and implementation of municipal policy initiatives, including drafting policy briefs, reports, and recommendations.
- Assist with drafting and making recommendations on by-laws, policies and programs.
- Analyze data and information gathered from various sources, including but not limited to surveys, community meetings, and government reports.
- Prepare reports and presentations that summarize your research findings and policy recommendations.
- Collaborate with municipal staff, community organizations, and other community partners to gather feedback and support for policy proposals.
- Assist with the development of promotional, informational, and issue management communications needs for policy and strategic initiatives in collaboration with the Communications Officer & Outreach Coordinator, as appropriate.
- Understand the dynamics and sensitivities of strategic issues and their impact on the Municipality's communities.
- Work with subject matter experts to facilitate or lead the development and review of bylaws and policies as needed to meet the governance and operational needs of the Municipality.
- Conduct research on topics requested by the Deputy CAO and prepare analysis of implications of proposed changes to existing policies, procedures, and programs for project teams, Strategic Management Team, and Council, as appropriate.
- Review and amend policy drafts and propose suggestions to improve the effects of existing policies and by-laws.
- Work closely with partners to determine the goals and objectives of policies.
- Work with some degree of initiative and independence.

Qualifications

- Current student or graduate of a college or university from a recognized post-secondary institution with acceptable specialization in economics, statistics, sociology, political studies/political science, public policy, planning or public administration.
- Experience conducting policy research and analyzing and synthesizing information.
- Experience providing policy recommendations.
- Experience in reviewing and analyzing policy documents.
- Experience in consulting with internal and external stakeholders.
- Experience in preparing documents such as reports, presentations and briefing materials.

Fine print

The salary range for this position is \$47,043 - \$62,567. Beginning salary will be commensurate with experience. The Municipality offers a highly competitive pension and benefits package.

Closing date and applications: This position will remain open until filled. Please submit a cover letter, resume, and three professional references to:

Pamela Myra, Director of Human Resources
Municipality of the District of Chester
151 King Street, P O Box 369
Chester NS B0J 1J0
employment@chester.ca

Although we thank all applicants, only those selected for an interview will be contacted.

Our commitment to fair treatment

The Municipality of Chester is committed to treating people fairly, with respect and dignity, and to offering equal employment opportunities based upon an individual's qualifications and performance — free from discrimination or harassment because of age, race, colour, religion, creed, ethnicity, national or aboriginal origin, sex (including pregnancy and pay equity), sexual orientation, physical disability, mental disability, family status, gender identity, gender expression, or other protected characteristics, in accordance with the Nova Scotia Human Rights Code.

The Municipality of Chester is committed to the principles of the Accessibility Act. As such, we strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact employment@chester.ca.



MUNICIPALITY OF THE DISTRICT OF CHESTER

POSITION DESCRIPTION

Position Title: Junior Policy Analyst

Salary Band: Level 3

Reports to: Deputy CAO / Director, Corporate & Strategic Management

Status: Permanent Full Time

Location: Municipal Complex (186 Central Street and 151 King Street), subject to change

Hours: 35 Hours per week, normally 8:30 a.m. to 4:30 p.m. subject to change.

Updated: April 2024

SCOPE

As a Junior Policy Analyst, you will work alongside municipal staff to assist in the research, analysis, and implementation of policies, by-laws and initiatives that impact the community. You will be responsible for conducting research, preparing reports, and developing policy recommendations that will help shape the future of the municipality. Reporting to the Deputy CAO / Director, Corporate & Strategic Management, the Junior Policy Analyst works in a collaborative and cross-departmental framework to advance projects, initiatives, plans, and policies that align with and advance the strategic priority outcomes of Council.

OBLIGATIONS AND RESPONSIBILITIES UNDER LEGISLATION

1. The Municipality of the District of Chester is committed to workplace safety and all employees are expected to actively participate in the Municipality's Occupational Health and Safety Policy and Program and act in accordance with Occupational Health and Safety Legislation and Regulations of the Province of Nova Scotia.
2. The Municipality of the District of Chester complies with the Labour Standards Code of Nova Scotia and associated Regulations. All employees are also expected to act in accordance with the appropriate Legislation.

QUALIFICATIONS

Education and Experience

1. Current student or graduate of a college or university from a recognized post-secondary institution with acceptable specialization in economics, statistics, sociology, political studies/political science, public policy, planning or public administration.
2. Experience conducting policy research and analyzing and synthesizing information.
3. Experience providing policy recommendations.
4. Experience in reviewing and analyzing policy documents.
5. Experience in consulting with internal and external stakeholders.
6. Experience in preparing documents such as reports, presentations and briefing materials.

Skills/Knowledge/Competencies

1. Knowledge of policy tools and policy development process.
2. Knowledge/application of research methodology, economic and statistical analysis methods, jurisdictional scans, and data analysis to analyze trends to make informed policy recommendations and assess impact on policy and program development.
3. Sound research and analytical skills to understand and assess the external impact of trends and issues; define problems and potential resolutions; develop new research concepts to respond to changes in strategic focus and political/socio-economic priorities.
4. Knowledge of the MGA, relevant provincial legislation, and other relevant regulations or policies affecting municipal governance or operations.
5. Understanding of local municipal government governance and administration, including an understanding of current social, economic, environmental trends and their relevance to local government.
6. Excellent written and verbal communication skills, with the ability to present research findings and policy recommendations in a clear and concise manner.
7. Ability to work independently and as part of a team, meet deadlines, and manage multiple tasks and priorities simultaneously.
8. Adherence to high standards of confidentiality.

SUMMARY OF FUNCTION

This general outline of duties and responsibilities is not intended to be all-inclusive or to limit the Deputy CAO in assigning other duties as may be required.

1. Conduct research and analysis related to municipal policy issues, including gathering data, reviewing literature, analyzing and recommending policy options for eventual presentation by department heads, managers, and supervisors to Council.

2. Assist with the development and implementation of municipal policy initiatives, including drafting policy briefs, reports, and recommendations.
3. Assist with drafting and making recommendations on by-laws, policies and programs.
4. Analyze data and information gathered from various sources, including but not limited to surveys, community meetings, and government reports.
5. Prepare reports and presentations that summarize your research findings and policy recommendations.
6. Collaborate with municipal staff, community organizations, and other stakeholders to gather feedback and support for policy proposals.
7. Assist with the development of promotional, informational, and issue management communications needs for policy and strategic initiatives in collaboration with the Communications Officer & Outreach Coordinator, as appropriate.
8. Understand the dynamics and sensitivities of strategic issues and their impact on the Municipality's communities.
9. Work with subject matter experts to facilitate or lead the development and review of by-laws and polices as needed to meet the governance and operational needs of the Municipality.
10. Conduct research on topics requested by the Deputy CAO and prepare analysis of implications of proposed changes to existing policies, procedures, and programs for project teams, Strategic Management Team, and Council, as appropriate.
11. Review and amend policy drafts and propose suggestions to improve the effects of existing policies and by-laws.
12. Work closely with stakeholders to determine the goals and objectives of policies.
13. Position is expected to work with some degree of initiative and independence.

CONTACTS

1. Members of Council and Staff
2. Department Heads, Managers, Supervisors
3. Local Community Stakeholders (businesses, residents, landowners, public)
4. Outside Departments and Agencies