

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL PLANNING, ADMINISTRATION & POLICY DIVISION – BUDGETS & FISCAL POLICY – LOCATION
– 71 MAIN STREET WEST, 1st FLOOR)

SENIOR POLICY ADVISOR

OVERVIEW

Reporting to the Manager, Budgets & Fiscal Policy, provides strategic direction in response to the multi-function needs of the Corporation. Assists in the development of policy recommendations and contributes to the identification of long range financial strategies in the delivery of services to meet the goals and objectives of the Corporate Strategy. Reviews and assesses all new/changes in Provincial and Federal legislation which has a financial impact on the City.

Assists in the development of broad policies and long range strategies and assists in the development of long term financing strategies and business plans that correspond with operating and capital expenditures forecasts.

RESPONSIBILITIES

You will be responsible for the delivery of a professional and sound, strategic policy advice to meet the growing needs of Council, senior management, staff, the public, residents and businesses of the City of Hamilton.

The Senior Policy Advisor is accountable to the Director, Financial Planning and Policy for ensuring sound policy recommendations that contribute to the identification of long range financial strategies in accordance with city and provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

GENERAL & SPECIFIC DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provides senior level policy and project management support to the Director to enable informed decision making on corporate direction and to provide context for planning and resource deployment.

Assists in the development and establishment of strategic directions for the successful management and delivery of policy initiatives impacting municipal service delivery and budget implications.

Undertakes complex, sensitive research and investigations, analyses complex policy development and delivery issues and risks, including identifying and resolving emerging issues, risks and trends impacting on the successful achievement of key business objectives, financial policy initiatives and operational program imperatives.

Provides expert and authoritative advice, reasoned recommendations and innovative policy/program options and solutions to highly complex and sensitive issues to senior management and key community stakeholders on the policy and strategic implications of corporate initiatives.

Ensures compliance with Subsidy allocations through monthly review of operating expenditures and preparation of Subsidy claims.

Coordinates Provincial and Federal gas tax submissions and the various related reporting requirements.

Reviews and assesses all new/changes in Provincial and Federal legislation which has a financial impact on the City.

Interprets policy frameworks and provides authoritative and strategic financial advice to Senior Management and Council.

Recommends changes in provincial and federal policy to ensure equitable basis for municipal service delivery.

Prepares and presents detailed, comprehensive reports and committee submissions on policy and operational/program issues, policy options and adhoc reports and correspondence.

Implements change, designs programs, prepares multi-party position or discussion papers to assist the corporation in adjusting to new roles and responsibilities as a result of changes made by the Province.

Attends public meetings and may be asked to present the city's position/actions to the public and outside government bodies.

Participates on cross departmental teams, and regularly acts as corporate advocate, in discussions on current budget policy issues.

Responds to issues and queries raised by Council, corporate management and the public.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Provides benefit/cost analysis on a variety of Corporate initiatives and develops recommendations for Committee consideration.

Maximizes funding levels from higher levels of government through entitlements such as GST, Gas Tax, grants, etc.

Reviews and monitors intergovernmental finance policy issues.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Post secondary education in a professional discipline pertinent to the job functions combined with relevant management training and sound business administration experience normally acquired through the completion of a University Degree in Business Administration, Commerce or Economics and/or a recognized professional accounting designation such as (CA, CGA, CMA) or an equivalent combination of education and related work experience.
2. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
3. Demonstrated expertise in the successful management of financial, resourcing and operational demands of major projects within tight timeframes, budgetary parameters and strict legislative requirements.
4. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
5. Experienced in designing and delivering customer focused policies, programs and services.
6. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

7. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
8. Highly developed research, conceptual and analytical skills demonstrated by the resolution of complex policy issues including the ability to identify and analyze emerging issues and trends.
9. Current and detailed understanding of the policy environment and government operations.
10. Proven ability to contribute meaningfully to the strategic and business planning processes and direction of the organization.
11. Excellent knowledge of computer software applications, budget systems and emerging trends in ABC/ABM/performance measurement and related systems.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
