

# CITY OF HAMILTON

## HEALTHY & SAFE COMMUNITIES DEPARTMENT (CHILDREN'S SERVICES & NEIGHBOURHOOD DEVELOPMENT DIVISION -NEIGHBOURHOOD DEVELOPMENT STRATEGIES - LOCATION – LISTER BLOCK)

### SENIOR POLICY ANALYST - POLICY & PROGRAM DEVELOPMENT – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager, Neighbourhood Development Strategies, the Senior Policy Analyst leads, co-ordinates, and manages a broad range of policy related activities and strategies with a significant corporate or community strategic impact, including monitoring and liaison functions, policy interpretation and analysis, and social policy development. As the lead staff support, the Senior Policy Analyst also co-ordinates, facilitates and manages the development of departmental pilot projects with a major policy or program development focus.

#### GENERAL DUTIES

Develop and formulate recommendations on new or revised policies and programs addressing social housing, rent supplements, and the centralized waiting list in order to improve the effectiveness and efficiency of operational and community needs, based on research, internal/external benchmarks, demographic statistics and social trends.

Lead major policy studies and policy development assignments relevant to the department, including developing project objectives, terms of reference, needs/impact assessments and consultation with relevant stake holders in order to ensure the clarity, consistency, and accessibility of the policy being investigated.

Manage internal and cross-departmental projects with a policy or program development focus in a variety of staff resource configurations and is accountable for ensuring that assigned projects are delivered with due consideration to the identification and control of project scope, schedule, and the management of associated risks.

Investigate and integrate findings on social, economic and political environments in order to evaluate, assess, and interpret the impact of changes in policy, legislation, and program initiatives made by other levels of government and community-based organizations.

Analyse, review and interpret policy reports, policy directives, and position papers from other departments, municipalities, community agencies, consultants, ministries and national and international organizations.

Identify and investigate priorities for large grant/funding initiatives ensuring consistency with corporate policies, departmental priorities and strategic directions.

Formulate recommendations on funding allocations in accordance with corporate policies, agreements with other levels of government and statutory requirements.

Conduct planning processes to support department strategic directions, short and long term planning initiatives, business plans, feasibility studies, and needs assessments.

Provide strategic policy advice, consulting services, and project leadership to other staff, managers, and directors within the department and to project team members both internal and external to the Department and the community.

Respond to issues and inquiries (funding, policy, data analysis) raised by managers, directors, corporate management team, elected officials, local funders, other municipalities, ministries and non-profit agencies and the public.

Function as a mentor to other junior staff (ie. Social Policy Analyst, Data Analyst etc.) staff within and across the corporation, project team members, and placement students.

Co-ordinate and write briefing notes, reports, policy statements and position papers including their presentation to the community, Senior Leadership Team, or Council as required.

Develop and continually expand a broad network of contacts and resources within the Corporation, other municipalities, provincial/national associations, and the community.

Consult and liaise with municipal, provincial, and federal government agencies and public and private sector groups relevant to current policy reviews and proposed changes in legislation.

Report regularly via oral or written reports and presentations on the status of projects, milestone achievement, financial resources and associated risk management.

Represent the Department on policy-relevant workgroups, taskforces, or committees both internal to the City and in the community including provincial, and national associations.

Deliver and co-ordinate specific training activities required to fulfil policy assignments and special projects.

Support the work of advisory committees as required.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Master of Arts degree in social planning or social sciences or equivalent experience with progressive experience in social planning, policy analysis and program evaluation in the social services area.
2. Possess strong written and oral communication skills combined with highly developed analytical, conceptual, technical, and interpersonal skills, personal integrity and professional commitment.
3. Demonstrated ability to lead and effectively manage projects in a results oriented environment with ability to plan, assign, and co-ordinate the work of multi-disciplinary project teams, including excellent facilitation and organizational skills.
4. Demonstrated understanding of municipal role of Service Manager for Housing and its relationships with Community Housing Providers, Provincial and Federal governments.
5. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
6. Ability to work under pressure to meet tight externally and internally driven deadlines.
7. Must possess a valid Class "G" Driver's licence and provision of a vehicle for use on the job.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

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

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