

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(HOUSING SERVICES DIVISION - HOMELESSNESS POLICY & PROGRAMS SECTION - LOCATION – 350 KING ST. E.)

SOCIAL POLICY ANALYST - CUPE 5167

SUMMARY OF DUTIES

Reports to the Program Manager, Homelessness, Policy & Programs. Leads, co-ordinates and manages a range of policy related activities and strategies with corporate and community strategic impact. This includes monitoring and liaison functions, policy interpretation, data analysis, social policy development, research and performance indicators with primary focus on housing and homelessness.

GENERAL DUTIES

Develops, evaluates, analyzes and formulates policies and programs in order to improve the effectiveness and efficiency of operational and community needs, based on research, internal/external benchmarks, demographic statistics and social trends.

Leads policy studies and policy development assignments relevant to the Department, including developing project objectives, terms of reference, needs/impact assessments and consultation with relevant stakeholders in order to ensure the clarity, consistency and accessibility of the policy being investigated.

Manages 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.

Investigates and integrates 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.

Identifies and investigates priorities for funding partnership programs ensuring consistency with corporate policies, departmental priorities and strategic directions. Makes recommendations to Senior Management as required.

Prepares and presents to City committees and Council reports such as departmental and City position papers on social welfare policies and programs; recommends policy changes and initiatives.

Prepares departmental and City position papers on policies and programs initiated by Federal, Provincial and local governments.

Prepares background and statistical reports for City Council and committees on department and community matters including interpreting and analyzing data.

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

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

Carries out research by interviewing target groups, planning methodology and designing surveys; collects and analyzes data.

Provides 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.

Liaises with government and community organizations relevant to current policy reviews and proposed changes in legislation.

Represents the department and City on Provincial and community task forces and work groups; provides technical support such as directing and co-ordinating activities.

Develops and continually expands a network of contacts and resources within the Corporation, other municipalities, provincial/national associations, and the community.

Advises community groups and City departments on social welfare programs and policies.

Responds to issues and inquiries raised by managers, directors, corporate management team, elected officials, local funders, other municipalities, ministries and non-profit agencies and the public.

Functions as a mentor to other junior staff within and across the corporation, project team members and placement students.

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 major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated ability to analyze major problems, research and analyze social trends and develop solutions by using a broad knowledge required at the university level of education normally acquired through the completion of an Honours Social Science Degree or a degree in a related discipline or a combination of education and relevant work experience.
2. Previous experience and knowledge in social planning, housing issues, policy and community development.
3. Demonstrated ability to work both independently and in a team setting.
4. Demonstrated ability to work under pressure and to meet deadlines.
5. A very high level of communication skills, with a particular emphasis on excellent writing ability and oral presentation.
6. Sound interpersonal skills and demonstrated good judgement.
7. Experience in a computerized environment. Working knowledge of Word, Excel and database software programs such as SPSS.
8. Knowledge of homelessness programs would be considered an asset.
9. 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.
