

CITY OF HAMILTON

HOUSING SECRETARIAT DIVISION

(HOUSING POLICY & RELATIONS SECTION – LOCATION – LISTER BLOCK, 28 JAMES ST. N., 5th FLOOR)

POLICY & PUBLIC AFFAIRS SPECIALIST – HOUSING SECRETARIAT

SUMMARY OF DUTIES

Reporting to the Manager, Housing Policy & Relations, the Policy & Public Affairs Specialist – Housing Secretariat will provide coordination and support to the Housing Secretariat Division regarding housing policy research, report writing, development of communications, government relations, and the regular business of the Housing Policy & Relations Section of the Housing Secretariat Division. The Policy & Public Affairs Specialist – Housing Secretariat will work independently with minimal supervision on multiple activities and ensure deadlines are adhered to, established procedures are followed and follows-up on outstanding issues to ensure they are actioned as appropriate.

GENERAL DUTIES

Responsible to coordinate initiatives/projects and manages programs and proposals as delegated and/or directed by the Manager, Housing Policy & Relations.

Responsible for conducting research regarding housing policies, legislations, projects and initiatives being reviewed by the Housing Secretariat Division.

Supports effective divisional meetings through prioritizing agenda requests and ensures briefing notes have information needed for decision making; follows up on outstanding items; prepares and researches items as requested by the Housing Secretariat Management Team and ensures regular reviews of Terms of Reference for the division and Working Groups.

Assists in the development of new public policies and position papers for business and organizational planning efforts. Reviews and updates policies to ensure that they continue to meet the requirements of the Corporation.

Assists in the development of strategic briefings to the Director; develops reports, presentations, and other documents for the Manager, Housing Policy & Relations and the Director as required.

Participates in special, governance or policy-related projects, including the development of briefing reports and reports for Council and SLT as required.

Routinely deals with directors, managers, and other municipal staff. Interacts with elected officials as required, other external agencies, and members of the public. Uses communication and relationship building skills to obtain business-related information and associated context.

Works independently on general tasks, using divisional, departmental, and general corporate policies and standards as references and guidance.

Requires the ability to make decisions based on direction from the Manager as well as standard corporate policy and procedures.

Liaises with the Communications and Strategic Initiatives Division as required and follows all divisional process and procedures for communications-related duties.

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. A university degree in Political Science, Communications, Business or Public Administration a related field or an equivalent combination of education and relevant work experience.
2. Project Management Professionals certification would be an asset.
3. Demonstrated ability to coordinate initiatives, manage projects and processes under tight timelines.
4. Proven ability to contribute meaningfully to the strategic and business planning processes of a senior leadership team.
5. Highly developed research, report writing, verbal communications and interpersonal skills including the ability to independently prepare reports and complex correspondence.
6. Must possess excellent interpersonal skills and demonstrated tact and professionalism. Ability to exercise appropriate judgement and discretion while dealing with confidential and/or potentially controversial information,
7. Ability to work independently, taking initiative.
8. Proficient in a computerized Windows based environment with a working knowledge of Microsoft Office software (Outlook, Word, Excel and PowerPoint).

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