

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WASTE MANAGEMENT DIVISION – WASTE POLICY AND PLANNING - LOCATION – 100 KING STREET WEST – 14th FLOOR)

POLICY/PROGRAM ANALYST – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Waste Programming and Compliance, the Policy/Program Analyst is responsible for research, analysis, planning and implementation of operational policies and programs of the Division's operating groups that meet the needs of residents and businesses of the City of Hamilton.

GENERAL DUTIES

Researches and analyses, develops and implements new programs, strategies or projects, which will achieve the City's short- and long-term operational objectives for the Waste Policy and Planning Section as well as the Waste Management Division.

Researches, prepares and presents position papers on operational policies and programs as well as changes and initiatives to effectively communicate trends, analyses, and recommendations. Writes reports and communication updates for Council, fact sheets and other internal and external correspondence.

Assists in the preparation of specifications, terms of reference, purchase order requests and other documentation for the purchase of goods and services required for the implementation of programs and projects.

Coordinates waste composition studies including securing auditors, establishing work plans, planning logistics with impacted internal groups, reviewing audit reports and reporting to stakeholders on results.

Monitors amendments to legislation, regulations and trends in the profession. Interprets and ensures compliance with municipal and departmental policies and procedures and various specific by-laws as they relate to divisional programs and services.

Develops and implements strategies to improve the effectiveness and efficiency of programs and services meeting community needs, based on research, demographics and trends. Participates in reporting to benchmarking and industry organizations such as RPRA and MBN Canada and reporting on initiatives.

Reviews and provides comments on development applications within established timelines to ensure compliance with the City's waste management collection requirements.

Performs site visits to new developments to ensure construction of developments aligns with the approved plans for the site.

Participates in the development of reporting mechanisms for the preparation and monitoring of annual operating and capital budgets for projects and programs, including effective cost control through utilization of performance standards, specifications, work programs and procedures, monitoring of cost control reports and statistical data.

Provides input on the development and evolution of performance standards for programs and services which ensure that identified outcomes are met.

Responds to inquiries in a timely and professional manner by investigating, evaluating and implementing solutions which focus on effective customer service.

Participates in an effective network of communication with management and other staff, various public/private sector agencies, user groups, contractors, constituents, City departments and other levels of government.

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.

Leads and/or contributes to the creation and review of standard operating procedures.

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

QUALIFICATIONS

1. Proven knowledge of practices and theories of environmental management, waste management principles acquired by the successful completion of a University Degree in a related field or the completion of a College Diploma in Planning, Environmental Planning, Environmental Technician or relevant field plus related work experience or a combination of education and relevant work experience.
2. Proven research, analysis and writing skills.
3. Proven experience in customer service delivery programs and project organization.
4. Must possess highly developed skills in report writing, data analysis, written, verbal and graphic presentation skills, time management, organization, and the ability to participate on diverse teams and work with all levels of the organization.
5. Must be able to balance competing interests based on the results of research, best management practices, budgets and/or consultation.
6. Experience in evaluating programs, statistics and services against operational standards, service delivery, and budget requirements.
7. Strong experience in a computerized environment. Good working experience in Word, Excel, Microsoft Outlook, Microsoft Project, Access, PowerPoint, GIS, desktop publication and database software applications.
8. Possesses a demonstrated record of strong team advocacy, innovation/creativity, assumption of responsibility, and is results orientated.
9. Must possess a valid Class "G" Driver's Licence and the provision of a personal vehicle.

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.
