



POSITION TITLE:	Policy Analyst
REVISION DATE:	August 31, 2023
REPORTS TO:	Manager, Real Estate and Corporate Projects
SUBORDINATE POSTIONS:	n/a
POSITION SUMMARY:	Under the direction of the Manager, Real Estate and Corporate Projects, this role is responsible for the development, implementation, and ongoing management of Administrative Policies. This role also coordinates and manages research and special projects for the CAO and Council.

TASK NO.	DESCRIPTION
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Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

JOB DUTIES & RESPONSIBILITIES

1. Policy (50%)

- 1.1. Policy Development** - Develop, evaluate, maintain, and update Administrative and Council Policies as needed to meet the operational and strategic needs of the Municipal organization. Support departments with service area-specific policy needs.
- 1.2. Policy Research** - Conduct research on new and emerging topics and trends related to municipal governance. Identify policy issues, legislative requirements, gather statistics and data, communicate with stakeholders, and explore and recommend Policy related solutions.
- 1.3. Policy Administration** - Act as the internal subject matter expert for the application of Administrative Policies.
- 1.4. Process Documentation:** Support and consult on the development of process documentation, in collaboration with the Information Management Clerk.

2. Corporate Projects (45%)

- 2.1. Research & Data Gathering** - Conduct short-term research projects as directed by the CAO. Provide strategic advice on subject-specific matters involving strategic direction and policy. Coordinate project-related data gathering as needed, which may include coordinating with Municipal departments to collect data, review background information, conduct jurisdictional scans, and prepare reports to address Council direction.
- 2.2. Corporate Projects** - Facilitate special studies and projects for the CAO and Council. Oversee the completion of corporate projects, including preparation of final reports and presentation to Council when appropriate. Develop and implement work plans, identify and define key initiatives and outcomes, conduct research, write policy papers, and make recommendations. Participate in and/or lead corporate initiatives, as requested.

- 2.3. Continuous Improvement - Support continuous improvements initiatives and the East Hants Asset Management Program, in particular corporate-wide asset-related projects, levels of service, and performance metrics.

3. Relationship Building (5%)

- 3.1. Internal Collaboration - Build strong relationships within all municipal departments.
- 3.2. Partnerships - Build strong relationships with local and regional partners, including at the federal and provincial levels, other municipalities, and government agencies and groups in order to explore partnerships and share knowledge around municipal policy initiatives.
- 3.3. Liaison - Act as the first point of contact, champion, and liaison for policy between East Hants and partners in the region.

REQUIRED QUALIFICATIONS AND TRAINING

Education and Experience

- Bachelor’s Degree in Business, Public Administration, or a related field
- Minimum of three (3) years related experience, preferably in a public sector environment
- Previous experience in research and policy writing in a public sector environment an asset
- Previous experience interpreting and working with legal documentation
- An equivalent combination of education and experience will be given consideration

Knowledge, Skills, Abilities

- Ability to use Microsoft Outlook, Word, PowerPoint and Excel at an advanced level.
- Experience conducting comprehensive research and analysis, including policy and legislative interpretation
- Excellent written and verbal communication skills; comfortable with public speaking and making presentations
- Excellent interpersonal skills for establishing and maintaining effective working relationships
- Strong project management skills with the ability to operate within tight timelines and budgets
- Self-starter with excellent organizational and time management skills to meet the challenges of an extremely busy work environment
- Comfortable working independently on research projects, and providing recommendations on a wide range of topics and issues

Working Environment

- This position may be required to attend evening meetings which would qualify for overtime pay.

I hereby certify, to the best of my knowledge, the information provided regarding this job description is complete and factual, and accurately describes the work performed.

<i>Employee’s Signature</i>	<i>Employee’s Name (print)</i>	<i>Date:</i>
<i>Supervisor’s Signature</i>	<i>Supervisor’s Name (print)</i>	<i>Date:</i>

<i>Director's Signature</i>	<i>Director's Name (print)</i>	<i>Date:</i>
<i>CAO's Signature</i>	<i>CAO's Name (print)</i>	<i>Date:</i>