

## Associate Director, Corporate Policy Strategic Initiatives

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Reporting to the CAO, the Associate Director, Corporate Policy and Strategic Initiatives is responsible for the Region's corporate policy framework including implementation, awareness, consistency, compatibility, development and compliance.

In co-ordination, and in support of CLT direction, this role ensures that policy components are aligned with the Mission, Vision and Values of the corporation.

This role also supports the CAO in performing multiple CAO-delegated strategic initiatives often of a confidential/sensitive nature that has significant potential impact to the current or future organization and in partnership with Local Area Municipalities, Boards, and Commissions.

### Education & Knowledge

- Post-secondary degree in Business, Communications, Public Administration, Political Science, or related discipline or an equivalent combination of education and experience
- 5 - 10 years of related project management experience, preferably involving confidential and sensitive business assignments
- Work experience in successfully managing sensitive/confidential organizational initiatives/projects with senior external contacts, including all levels of government
- 3 - 5 years of policy analyses or corporate policy planning and development, evaluation and compliance ideally in municipal government or other related field
- Experience with implementation facilitation is preferred
- Experience with business process mapping and continuous improvement is preferred
- Professional accreditation as a Certified Municipal Officer, Accredited Municipal Professional, or equivalent is preferred

### Responsibilities

1. Strategic Project Initiatives. Manages multiple strategic initiatives/projects assigned by, in support of, and on behalf of the CAO, often of a sensitive and/or confidential basis, and which might pose a significant loss of opportunity, cost, or reputation to the Organization.

- Represents the CAO as the Regional representative on strategic value, added initiatives, projects or sensitive organizational issues, using highly effective collaboration, analytical and persuasion skills. Anticipates and monitors opportunities and challenges for successful project achievement based on CAO assigned mandate, providing CAO, and CLT as applicable on future focused regional initiatives for eventual consideration by Regional Council.

2. Corporate Policy Framework, Plan, evaluate, consult, develop, and implement effective and efficient compatible corporate policies that maintain the Corporate Policy Framework.

- Plans and develop Corporate Policies in response to revisions to legislation, direction of Council, and/or recommendations of the Corporate Leadership Team.
- Ensure all Corporate Policies are aligned to the Mission, Vision and Values of the corporation.
- Provides advice to corporate departments in the development and implementation of departmental and divisional policies.
- Assist with the implementation facilitation of changes as a result of the Policy
- Presents policy updates and changes back to CLT for approval as part of the implementation process

*To view the full job description and requirements, visit our [Careers](#) page. Job Opening# 20573*

*Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!*

*Let us know why you would be an excellent team member by submitting your online application no later than September 29, 2018 before midnight by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca)*

*We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.*