

Senior Policy & Research Officer

Job Classification Title	SENIOR POLICY & RESEARCH OFFICER MLS
Requisition #	2306473 X
Division	Municipal Licensing & Standards
Section	Policy & Strategic Support
Work Location	CITY HALL, 100 QUEEN ST W
Job Stream	Bylaw/Law Enforcement
Job Type	Perm/Temp, Full-Time
Temporary Duration	12.0 Months
Salary/Rate	\$87,887.50 - \$103,248.60 / Year
Hours of Work (bi-weekly)	70.00
Shift Information	35 hours per week, Monday to Friday
Wage Grade	6.5
Affiliation	Non-Union
Job Code (PSG)	TM0653
Number of Positions Open	3
Posting Date	03-Jul-2018
Expiry date	17-Jul-2018

Job Description

Reporting to the Manager, Policy and Planning, the Senior Policy & Research Officer will coordinate, research, develop and implement policy, business processes, work plans and projects to achieve the goals and objectives of the Municipal Licensing and Standards Division.

Major Responsibilities:

- Research, analyze and develop policy options on a range of municipal issues to support management functions and improve the efficiency and effectiveness of operations
- Coordinate project teams regarding program-specific requirements, ensuring high standards of work quality and organizational performance
- Conduct or facilitate research, provide key information and analysis, draw conclusions and make recommendations in support of effective divisional decision-making
- Develop, coordinate and implement all aspects of a public consultation process to support changes to policies and by-laws
- Analyze and research issues and Council direction in support of the preparation and administration of the Cluster's capital and operating budgets and the development and support of long-term business plans
- Recommend amendments to existing by-laws to improve operations and service delivery
- Identify new procedures and methods of delivering service to achieve efficiencies
- Prepare reports to Standing Committees, Community Councils and City Council on policies and by-laws
- Develop and implement work plans to ensure that goals and objectives of divisional/Cluster/corporate initiatives are effectively and efficiently achieved
- Prepare a variety of correspondence, presentations, reports, briefing notes and other materials for the divisional senior management team
- Review and analyze Standing Committee/Community Council/City Council agendas and reports, identifying items for the Manager/Director and initiating and coordinating necessary action for follow-up
- Represent the Policy and Planning Services unit at meetings with staff, Councillors, working groups and committees
- Monitor activities of other levels of government and municipalities, including, but not limited to, proposed legislation, that might affect divisional goals and objectives and make recommendations accordingly

- Prepare standard operating procedures for the implementation of new by-laws and by-law amendments
- Develop divisional communication materials and content for internal and external stakeholders
- Identify, collect and maintain performance measures and key performance indicators for the Division

Key Qualifications:

- Considerable Project Management experience in a major public sector organization gained through progressively more responsible assignments in policy research and planning.
- Extensive experience in research methodologies, formulation and evaluation of policies and procedures, and strong analytical skills to support policy development activities, including conceptualizing and developing options and recommendations to support decision-making.
- Considerable experience delivering complex assignments from inception through to implementation with minimal direction, while balancing political, community and other stakeholder interests.
- Experience in developing, coordinating and facilitating consultation sessions with a variety of stakeholders and competing interests.
- Experience in preparing comprehensive reports and applying relevant information to support policy analysis and decision-making.
- Post-secondary education in a discipline pertinent to the job function (i.e. planning, project management) with relevant management experience or an equivalent combination of education and experience.
- Well-developed communication skills, both written and oral, as well as analytical, conflict-resolution and interpersonal skills to build good internal/external working relationships.
- Broad-based knowledge of the core functions of the Division, municipal operations, Committee and Council procedures and a general understanding of issues facing divisions and ABCCs at the City.
- Knowledge of collective agreements, City guidelines, policies and applicable statutes, municipal by-laws, and relevant legislation, including Employment Standards Act, Human Rights Code and Occupational Health & Safety Act.
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

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How to Apply:

For more information on these and other opportunities with the City of Toronto, visit us online at www.toronto.ca/jobs. To apply online, submit your resume, quoting **File #2306473 X**, by **July 17, 2017**.

Accommodation: If you are an individual who requires accommodation, due to disability under the Ontario Human Rights Code, to apply for this position, please email us at accommodation@toronto.ca, quoting job ID #2306473 X and the job classification title. The City is committed to providing Code-protected accommodation throughout its hiring process. Please visit [Hiring Policies and Statements](#) for further details.