



Job Title	Coordinator, Strategy and Government Relations
Posting Id	575
Department	Office of the City Manager
Division	Strategy, Innovation and Engagement
Section	Strategy and Government Relations
Job Grade	Admin Grade 06
Rate of Pay	\$93,408.00 - \$108,346.00 Annual
Job Type	Full Time
Contract Length/End Date	
Employee Group	Admin
Replacement/New Position	New Hire
Posting Type	Internal and External
Posting Date	12/07/2020
Application Deadline	01/08/2021

Coordinator, Strategy & Government Relations

Position Summary

Reporting to the Manager, Strategy & Government Relations, the Coordinator, Strategy & Government Relations is responsible for coordinating programs, managing smaller scale projects and supporting the Manager in larger ones and conducting research and analysis. The coordinator also facilitates discussions and workshops with internal and external stakeholders and uses the information to write reports and make recommendations.

Key Duties and Responsibilities

Program Coordination:

- Supporting the Manager in delivering the programs assigned to that section by collecting, consolidating and synthesizing data to support effective and efficient processes, documentation and reporting. This includes drafting strategies,policies,procedures and reports, as well as working with staff throughout the organization to gather information and communicate priorities and deadlines.

Project Management & Support:

- Lead small scale corporate projects, as well as conduct benchmarking and best practice research in support of Strategy & Government Relations Section projects. This includes compiling and analyzing information to make recommendations on policy and program delivery,drafting policy and program documents,liaising with internal and external stakeholders to gather input and feedback on the development of policies and programs.

Coordinate the Research & Corporate Demographic & Statistics Program:

- Source,summarize and analyze research,benchmarking and other data material specific to key municipal functions such as strategic planning,government relations and grants under the direction of the Manager with input from the City Manager's office as a whole
- Remain apprised of Statistics Canada training and data products, and apply as necessary
- Prepare and/or coordinate the writing of briefing notes for senior staff and Council
- Liaise and work collaboratively with other research driven areas of the organization on strategic planning, government relations and grants
- Provide information & research on a broad range of requests from the City Manager's Office

Education and Experience

- Degree in Public Administration, Economics, Urban Studies, or related discipline
- 5 years related experience

Required Skills/Knowledge

- Understanding of public sector process and structure
- Research, project management and problem solving skills
- Analytical, critical and strategic thinking skills
- Time management skills
- Ability to maintain confidentiality
- Relationship management and interpersonal skills
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Proficient in Microsoft Office Suite, Adobe, OnPoint, Beyond 20/20 (Statistics Canada), ABC Docs
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication

- Shapes the future
- Navigates and leads through complexity and change

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

