

Job Title: Community Partnerships Analyst

At Halton Region, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. Halton Region is committed to providing accommodation to individuals with disabilities throughout the recruitment process.

Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work. We engage great people who contribute to meaningful work that makes a positive difference in our community. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment.

Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.

You make a positive difference in people's lives because you provide high quality customer centered services. You operate within a highly ethical environment and will be accountable for going the extra mile, listening to your customers, creatively meeting needs and always being respectful to those you serve. As a result, you will be part of a qualified and strategic team recognized widely for caring, excellence, integrity, inclusiveness and flexibility.

As an employer of choice, Halton Region recognizes the many benefits of hybrid work arrangements including flexibility and better work-life balance for our employees. Where the work permits, employees will have the choice to work where they can have the greatest impact on achieving our goals. Please note, this position is eligible for our Hybrid Work Program/Work from Home Arrangement.

Posting ID: 1325

Department: Social & Community Services

Division: Human Services Planning & Program Support

Pay Range: \$73,896 - \$98,529

Job Type: Contract > 1 Year

Contract Duration: up to twenty four (24) months

Hours of Work: 35 hours per week

Work Location: 1151 Bronte Road, Oakville

Employee Group: OCT

Posting Date: November 18, 2022

Application Deadline: December 2, 2022

Job Summary

Reporting to the Community Partnerships Advisor, this role is responsible for managing a wide range of human service grants to enhance the health, safety and well-being of Halton residents. This will include assessing grant applications to the Halton Region Community Investment Fund (HRCIF), developing funding agreements, monitoring grant performance and contributing to all aspects of grant administration. In addition, the Community Partnership Analyst will plan, implement, manage and evaluate community and departmental initiatives. This will include supporting activities associated with the Halton Community Safety and Well-Being model in collaboration with community partners and other human service planning activities.

Duties & Responsibilities

- Support the operations and administration of the Halton Region Community Investment Fund; this includes administering proposal calls; assessing applications for funding; developing funding agreements and managing grant performance.
- Develop partnerships to achieve project/grant outcomes and support community and human service planning initiatives.
- Acquire data and provide timely and accurate analysis to support human service planning and funding decisions.
- Prepare a wide range of documents/communications to support projects and initiatives. This includes delivering presentations to stakeholders, preparing briefing notes and developing planning documents.
- Plan, implement and evaluate community/strategic initiatives; this includes supporting the ongoing implementation of the Halton Community Safety and Well-Being Plan and other human service planning initiatives.
- Represent Halton Region in community initiatives, planning/granting tables, steering committees, and other community/public forums.
- Identify and monitor trends that impact non-profit/charitable organizations and the broader human services sector.
- Complete research such as surveys, focus groups, literature/best practice reviews and environmental scans and communicate research findings through reports, presentations and briefing notes.
- Plan and coordinate events.
- Support other teams within the Human Services Planning and Program Support unit to achieve objectives; this may include policy development, program reviews, research and other activities that support the delivery of human service programs within the Social and Community Services Department.
- Perform other duties as assigned.

Skills & Qualifications

Essential

- Bachelor's Degree in a Human Services discipline or other relevant field such as Public Administration, Political Science, or Business.
- Three (3) to five (5) years of experience in the human services field is required such as grant administration, non-profit programming, project management or community development.
- Exceptional interpersonal skills and an ability to work collaboratively with a range of stakeholders.
- Outstanding oral and written communication skills, demonstrated project management experience, an ability to analyze social data and trends and experience with grant administration.
- Experience with research/analysis, strong organizational and event planning skills and an ability to facilitate meetings and group processes.
- Broad understanding of the human services sector.
- A strategic thinker with a high level of political acuity and an ability to handle sensitive situations with diplomacy.
- An equivalent combination of education and experience will be considered.

Preferred

- Familiarity with Halton's non-profit/charitable sector.

Working/ Employment Conditions

Working Conditions

- Travel will be required, incumbent must provide their own transportation.
- Flexibility in working hours may also be required.

Employment Conditions

- A current (obtained within the past six (6) months), original and acceptable Criminal Records Check.
- In support of the Region's commitment to a healthy and safe workplace and community, the Region has a vaccination requirement for all employees. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and able to provide proof of

vaccination. The candidate will be asked to provide the Region with proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to vaccinate for a reason protected by the Code, a request for accommodation can be requested and written proof satisfactory to the Region will be required.

Important information about your application:

- In accordance with requirements in Ontario Regulation 191/11 – Integrated Accessibility Standards and the Ontario Human Rights Code, Halton Region will accommodate the needs of individuals with disabilities throughout the recruitment process. If you require accommodation at any stage of the recruitment process, please inform the Talent Acquisition representative of the nature of the accommodation(s) you require.
- Please submit your application online. We will accommodate individual needs for applicants with disabilities and others who are not able to apply online. If you experience any issues with submitting your application, please contact HR Access at 905-825-6000 extension 7700.
- Applications will be accepted until 11:59 p.m. on the deadline date specified on the posting.
- We encourage applications from all qualified individuals; however, only those under consideration will be contacted.
- Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.
- If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.