



**Position Title:** Policy Analyst (Regional Parks)

**Position Status:** Full-Time Temporary (This position to last not later than February 7, 2025)

**Department:** Parks and Environment

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T25 \$3,205.95 - \$3,785.23 bi-weekly

**Our Parks and Environment Department is seeking a Policy Analyst who will support the Planning and Resource Management team within Regional Parks with a variety of projects including alternative transportation for parks, climate action, general park management planning, and policy development.**

**You are: an excellent researcher able to collect, analyze, interpret and summarize data. You have excellent communication skills, knowledge of park planning principles and the ability to lead consultant projects. You have a degree in natural resource management, planning, geography, or environmental science and, experience with GIS and Adobe Creative Suite will be an asset. You are passionate about nature and the environment.**

**This role:**

- Assembles, researches, analyzes and interprets data related to national, provincial, regional and corporate programs, policies and best practices concerning overall park management; evaluates program and policy options; prepares reports, briefings, recommendations and draft proposals for review by a superior.
- Leads the research, development, review or revision of departmental program and policy alternatives; reviews the effectiveness of existing procedures and policies; writes new policies when required; prepares reports and recommendations for consideration by a superior.
- Provides technical assistance and information; promotes awareness of plans, policies, objectives and programs; provides and/or develops content for materials and presentations; reviews documentation such as consultant technical reports and materials.
- Maintains, updates and expands existing databases and develops customized programs; researches, analyzes and evaluates reliability and validity of new data sources and recommends inclusion of same into existing databases.
- Establishes and maintains effective working relationships with staff, consultants, commercial enterprises and associations, municipal and other levels of government and non-governmental organizations; represents the MVRD / Regional Parks on various committees and task forces; designs, organizes and conducts seminars, workshops and presentations.

- Directs and/or coordinates the work of consultants engaged in technical and research projects; may assign, check and coordinate the work of research and clerical staff engaged in projects.
- Prepares project budget estimates and, upon approval, monitors contract budgets.
- Performs related work as required.

**To be successful, you have:**

- University graduation with a degree in statistics, economics, environmental science, natural resource management, planning, geography, business administration or related discipline included or supplemented by courses in computer plus sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of national, provincial, regional and corporate programs, policies and best practices related to the work.
- Considerable knowledge of the principles, practices, methods and techniques of researching, evaluating and analyzing data related to issues under review.
- Considerable knowledge of sources of data and current literature, trends and developments in fields related to the work.
- Sound knowledge of by-laws and legislation related to applicable departmental objectives, rules and regulations.
- Sound knowledge of economics and business administration related to the work performed.
- Sound knowledge of the methods, principles and practices of operating computer and peripheral equipment and software applications related to the work, such as GIS and Adobe Creative Suite will be an asset.
- Ability to collect, analyze and interpret statistical and narrative data and to prepare clear and concise studies, reports and correspondence.
- Ability to prepare recommendations regarding policy and implementation strategies under the direction of a superior.
- Ability to maintain, update and expand applicable databases.
- Ability to communicate effectively orally and in writing and to make presentations.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the MVRD on a variety of committees, task forces and workshops.
- Ability to direct and/or coordinate the work of consultants engaged in technical and research projects and to assign and check the work of clerical or research staff.
- Ability to prepare project cost estimates and monitor contracts.
- Driver's Licence for the Province of British Columbia.

**Our Vision:**

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by February 26, 2024.*