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aurora.ca

Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Coordinator, Policies

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$75,327.66 to \$94,159.08

Closing Deadline: June 12, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

Reporting to the Program Manager, Record Management, the Policy Coordinator is responsible for the coordination of Aurora's policy development and review process including overseeing the Town's policy development and review framework.

Responsibilities

- Liaise and network with other municipalities and review best practices in public policy from other jurisdictions that could improve Aurora's approach.
- Maintain and review Council and Administrative policies.
- Perform ongoing monitoring and analysis of Aurora's policies and procedures to identify policies that require review.
- Support departments developing new policies or undertaking policy reviews to distinguish Council and Administrative policies, bylaws, procedures, and other governance tools and ensure Aurora's policy framework requirements are met.
- Support departments to identify whether a policy is necessary, cost effective, enforceable, legal, and does not conflict with established policies.
- Support departments to ensure that each department can provide input and feedback into policy decisions and all contributor concerns are acknowledged and addressed.
- Support departments with documenting standard operating procedures.
- Research, revise, develop, and write policies in collaboration with subject matter experts.
- Prepare reports to Council and other reports and/or studies as required.
- Monitor Council activity to ensure that adopted policies are implemented and properly documented.
- Monitor legislative changes at the federal, provincial, and regional levels that may impact the Town. Coordinate, review and/ or adjust and communicate resultant changes to Town policies.
- Maintain Aurora's policy library.

Qualifications

- Completion of University undergraduate degree in Public Policy, Public Administration or Political Science, or related field, or equivalent combination of education and experience. Master's degree is considered an asset.
- Minimum one (1) year of related experience.
- Proficient in Microsoft Office products.
- Excellent facilitation, communication, and presentation skills
- Must be comfortable with public speaking and presenting to groups.

- Ability to deal effectively with Mayor, Members of Council, all levels of staff, various levels of government and the public in a professional manner.
- Must have great organizational skills and ability to prioritize work and to work under pressure to meet deadlines
- Ability to exercise discretion and judgement particularly when handling confidential/sensitive information.
- Must hold a valid Class "G" driver's license and a reliable vehicle to use on Town business.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.