



Shape a place
where people
want to be

Position Title: Policy Analyst

Position Status: Full-Time Temporary (This position to last not later than December 31, 2025)

Department: Regional Parks

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 Regional Parks Department is seeking a Policy Analyst who will support a variety of parks projects and policy development including climate change planning, general park management planning, sustainable transportation to parks, and develop tracking and communication tools to help Regional Parks report out on strategic goals.

You are an excellent researcher able to collect, analyze, interpret and summarize data into written and graphical forms. You have excellent written and oral communication skills, knowledge of park planning principles and the ability to coordinate projects. You have a degree in natural resource conservation, planning, geography, environmental science or similar and ideally experience with GIS. 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 policy and program options; participates in the development of strategies; prepares reports, briefings, recommendations and draft policy proposals for review by a superior.
- Leads the review, development or revision of operational policy alternatives; reviews the effectiveness of existing operational procedures and policies; writes new policies when required; prepares reports and recommendation for consideration by a superior.
- Provides technical assistance and information; promotes awareness of policies, objectives and programs; prepares newsletters; provides and/or develops content for promotional and educational materials and presentations; reviews documentation such as consultant reports and educational materials.
- Maintains, updates and expands existing databases and develops customized programs and new routines; 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 M.V.R.D. 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 science 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.
- 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by February 7, 2025.