



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Posting Number: 005280

Job Title: Temporary Full-Time Policy Analyst - Student

City: Oshawa

Province: Ontario

Employment Group: CUPE 251

Wage Rate: 01, \$25.52 - \$30.06

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Posting End Date: 2025/04/11 by 4:30pm

Job Description

Important Information - Please read before applying for this position

To be eligible for this student position with the City of Oshawa you must be currently enrolled in full-time graduate studies program at a university and either returning to full-time studies in the fall or applying to this position as culminating work experience. Documentation from the school must be provided by the end of June indicating your intention to return to school at the end of the summer break in the current year. If this documentation is not received, you will be disqualified from the student employment program and will not be considered for future student employment opportunities. Student staff are an important component of the Municipal Law Enforcement and Licensing

Services workforce and are key to the successful delivery of our services. Students must commit to a full term of employment up to and including August 29, 2025.

Reporting the Manager, Policy, Licensing and Business Services, or designate, the Student Policy Analyst supports regulatory policy and by-law development through research, data analysis, and report writing. This opportunity will provide hands-on experience in municipal governance, policy formulation, and legislative review, offering valuable insights into public sector decision-making processes. The successful candidate will contribute to meaningful projects that impact the community while developing key analytical and communication skills.

Responsibilities:

- Conduct research on municipal regulatory issues, best practices, and legislative trends
- Assist in the review of by-laws and regulatory frameworks
- Analyze data and stakeholder feedback to support evidence-based policy recommendations
- Draft briefing notes, reports, and presentations for internal and external stakeholders
- Attend municipal council meetings, committee discussions, and public consultations as required
- Support stakeholder engagement efforts, including consultations with community groups, businesses, and government agencies
- Monitor policy developments at the provincial and federal levels that impact municipal regulations
- Assist in preparing correspondence, reports, and policy documents for senior staff and council

Requirements:

- Currently enrolled in a Master of Public Administration (M.P.A.) or a related graduate program (Public Policy, Political Science, Urban Planning, etc.)
- Strong research and analytical skills with the ability to synthesize complex information
- Excellent written and verbal communication skills

- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Ability to work independently and as part of a team in a fast-paced municipal environment
- Strong organizational skills and attention to detail
- Knowledge of municipal government functions, regulatory policy, and legislative processes
- Experience conducting policy research and writing reports for government or public sector organizations
- Familiarity with data analysis techniques and tools
- Ability to engage with diverse stakeholders and manage competing priorities

Apply online: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.