



*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.*

Vacancy: Temporary Full-Time Senior Policy Advisor – Up to One (1) Year **Posting Number:** V-226-25

Department: Safety and Facilities Services **Branch:** MLELS

Location: City Hall, Oshawa, ON.

Posting Start Date: 2025/10/14 **Posting End Date:** 2025/10/24 by 4:30pm

Employment Group: 251 **Salary Grade:** 14 – \$49.27 – \$57.94 per hour

Standard Weekly Hours of Work: 36.25 **Shift Work Required:** No

Reporting to the Manager, Policy and Licensing, or designate, the Senior Policy Advisor conducts research and policy analysis, prepares reports and by-laws; develops and implements new programs and by-laws; consults with and engages various internal and external stakeholders; conducts statistical and trend analysis of service delivery metrics and assists with Branch business and performance planning initiatives. This position maintains, develops and prepares operational policies and procedures; develops and implements staff training initiatives; prepares customer-oriented information materials; and provides daily research/policy support to senior management and each division within the Branch. The Senior Policy Advisor contributes to increasing the health and safety of residents, consumer protection, and the vibrancy of the City.

Responsibilities:

- Conducting research, preparing Staff Reports, and assisting with the creation of City by-laws
- Collaborating and engaging with various stakeholders: internal staff, external partners, experts, special interest groups, and members of council

- Leading the development and evaluation of new and innovative regulatory programs and services
- Conducting statistical and trend analysis of service delivery metrics and assisting with Branch business and performance planning initiatives
- Developing financial and program models for regulatory programs
- Developing and maintaining Branch policies and procedures
- Developing, implementing, monitoring and reporting on Branch training and succession development initiatives
- Developing and delivering communications and education to stakeholders
- Making decisions on training initiatives, training providers, and course content and implementing staff training
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Demonstrated knowledge and skill associated with completion of a four (4) year undergraduate university degree in Public Policy, Public Administration, or Law, plus five (5) years of relevant experience in public policy research and development in a government capacity
- Certification with A.M.C.T.O. is required
- Master's Degree in Public Administration or Public Policy is preferred
- Certification as a Municipal Manager (C.M.M.), Municipal Law Enforcement Officer (M.L.E.O. (C)), Property Standards Officer (C.P.S.O.), and/or Lean Six Sigma is considered to be an asset
- An expert-level of proficiency in Microsoft Office and other related software applications (Project Management Software, Visio, Adobe Acrobat)
- Possess expert-level research, report and business writing skills
- Possess expert-level knowledge of relevant by-laws that are administered by the Branch and applicable provincial legislation (e.g. Municipal Act, 2001, Vital Statistics Act, 1990, Planning Act, 1990, Building Code Act, 1992, etc.)
- Possess expert-level knowledge of applicable municipal and provincial law, interpreting legislation and case law, and expert-level knowledge of the subject matter
- Demonstrated level of political acuity and critical thinking skills.
- Must have excellent communication skills (written and oral).
- Demonstrated ability to work on own initiative in order to meet deadlines and able to work under pressure
- Ability to provide own transportation as required

This position is eligible for hybrid work.

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.

Apply Online: <https://www.oshawa.ca/en/city-hall/careers.aspx>

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.

Applicants who are currently employed by the City of Oshawa are asked to clearly indicate their status as an internal applicant in their application. Please ensure that you check your email regularly to receive any correspondence.

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.