



*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 Policy Advisor **Posting Number:** V-236-25

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

Location: City Hall, Oshawa, ON.

Posting Start Date: 2025/10/28 **Posting End Date:** 2025/11/07 by 4:30pm

Employment Group: 251 **Salary Grade:** 12 – \$44.12 – \$51.89 per hour

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

Reporting to the Manager, Policy and Licensing Services, the Policy Advisor is responsible for: conducting research and policy analysis, preparing reports and by-laws; developing and implementing new programs and by-laws; consulting with and engaging various internal and external stakeholders; conducting statistical or trend analysis of service delivery metrics and assisting with Branch business and performance planning initiatives; maintaining, developing and preparing operational policies and procedures; developing and implementing staff training initiatives; preparing customer-oriented information materials; and providing daily research/policy support to senior management and each division within the Branch.

Responsibilities:

- Conducts research, prepares staff reports, and assists with the creation of City by-laws
- Leads cross-functional teams from different branches and departments, applying project management methodologies
- Conducts thorough research into emerging trends and best practices to identify opportunities for new and innovative programs and services

- Develops financial models to forecast financial implications
- Assists Branch management in the preparation of the Branch budget by providing data analysis support and maintaining an understanding of the overall City budgeting process
- Assists in the development of annual Branch business plans ensuring alignment with the Oshawa Strategic Plan
- Communicates the Branch business plan to staff and other internal and external partners as appropriate
- Writes and communicates policies and procedures to the Branch, once approved
- Consults with management and front-line staff to identify training needs on an ongoing basis
- Develops and maintains internal training manuals
- Delivers presentations on a broad range of regulatory issues and programs to a variety of stakeholders, including City Council, City staff, and external stakeholders
- Prepares and maintains accurate and accessible Branch web pages
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

Requirements:

- Completion of a four (4) year Undergraduate Degree in the disciplines of Public Policy, Public Administration, or Law, a master's degree in the discipline of Public Administration, Public Policy, or equivalent is preferred, plus a minimum of two (2) years' experience in a public policy role in a government capacity, an equivalent combination of education and experience may be considered
- Certification as a; Municipal Manager (C.M.M.), Municipal Law Enforcement Officer (M.L.E.O. (C)) and Property Standards Officer (C.P.S.O.), Project Management Professional (P.M.P.) are considered to be an asset
- Certification with A.M.C.T.O. (e.g. Municipal Administration Program) and Certification with Lean/Six Sigma methodologies are considered assets
- An expert-level computer proficiency in Word, Excel, Power Point, Project Management Software, Visio, Adobe Acrobat, and having an excellent comprehension of the use of computers and standard software is essential
- Possess exceptional research and business writing skills
- Demonstrated level of political acuity and strong critical thinking abilities
- Excellent written and verbal communication skills
- 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.)

- Knowledge of information systems and database applications (e.g. Officer Enforcement, Oshawa Land Information System, City View, Lagan, and PeopleSoft) and human resource practices

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/city-hall/careers/>

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.