



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## Policy Specialist

Reporting to the Policy and Strategic Initiatives Manager, you will coordinate and participate in a wide variety of corporate and departmental projects and services including policy development, bylaw drafting, research and supporting intergovernmental relations.

### This role:

- Supports policy development within the Corporate Services department by participating in the process of researching, drafting, facilitating internal and external input, identifying required review and approval levels, and supporting operational implementation.
- Coordinates and prepares council reports, proposals for funding, briefing notes & materials, speaking points, correspondence, and work plans.
- Communicates effectively with superiors and colleagues and provides, in a timely and accurate manner, all information necessary for effective and informed decision-making.
- Conducts research and provides high quality analysis to consider policy questions, identifies needs for new policy documents or policy revision, considers associated issues and implications, evaluates policy options, and develops recommendations on matters pertaining to policy, bylaw proposals, or governance matters.
- Establishes and maintains effective working relationships with staff, consultants, municipal and other levels of government and non-governmental organizations; participates in committees as required, task forces and working groups involving the general public or other stakeholders; and makes presentations to various internal and external groups.
- Manages confidential information and ensures sufficient protection of that information with established practices and protocols.
- Manages and assists with a large number of complex files, displaying the ability to multi-task, shift gears quickly, and manage departmental priorities effectively.
- Manages and assists with special projects or other tasks as required.

### To be successful, you have:

- University Bachelor's degree (Master's preferred) in public administration, social sciences, public policy, business administration or related discipline plus considerable related experience OR an equivalent combination of training and experience.
- Thorough knowledge of local government and senior government and/or corporate programs, policies, and best practices relating to the areas of focus for this position.
- 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.
- Ability to communicate effectively orally and in writing and to make presentations (ie: strong written and verbal communication skills related to presentation, research, report and policy development).
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to direct and/or coordinate the work of consultants engaged in technical and research projects and manage budgets.

The City of Delta provides a competitive salary of \$97,241 - \$115,958 (commensurate with experience) and an excellent benefits package including Municipal Pension Plan as well as an earned-days-off system. Interested applicants are requested to apply online at [www.delta.ca/employment](http://www.delta.ca/employment), to competition number **26-125 EX** by **May 13, 2026**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.