

Are you passionate about public service and helping shape the future of your community?

As a Policy Analyst, you will draft, review, and analyze Council and corporate policies and complex bylaws that guide the City's work. You will ensure policies are clear, current, and compliant while collaborating with departments to provide expert advice on legislative and policy approaches to help all areas of the organization meet their objectives to advance City priorities and deliver meaningful outcomes for residents.

Qualifications

The ideal candidate will have a Bachelor's Degree in public administration, policy, business administration, economics, political science, or a related field, supplemented by experience in policy development, research, analysis, or a related professional environment. This role requires exceptional attention to detail, strong written and verbal communication skills, and the ability to objectively analyze complex information and issues. The successful candidate will demonstrate sound judgment, critical thinking, and problem-solving abilities, with a proven capacity to develop practical and effective solutions. A high degree of responsibility, accountability, and professionalism is essential, along with the ability to work collaboratively with diverse stakeholders and contribute positively as part of a team.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$52.69 per hour plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **August 11, 2026**

Applicants not contacted within three weeks of the closing date are thanked for their interest