



Hamilton

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- **Job ID #32015 & Job ID #31994: Sr. Policy Advisor - PHS**
- **Union:** Non-Union
- **Job Description ID #:** A14792
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **June 17, 2026**.
- **Duration:** 1 Permanent Full-time & 1 Temporary Full-time up to 12 months
- **Vacancy type:** This posting is for existing vacancies
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Manager, Planning & Competency Development, the Senior Policy Advisor – PHS is a key member of a dynamic public health team. Responsible for advising senior leadership and effectively applying policy analysis frameworks, the Senior Policy Advisor - PHS plays a critical role in advancing healthy public policy and strategic initiatives through policy entrepreneurship.

The Senior Policy Advisor – PHS leads efforts to build organizational capacity for integrating public health considerations into policies, programs, and strategies. This involves providing guidance and support to staff to analyze and formulate policy options and program approaches that systematically address factors influencing population health, leading to improved outcomes for all Hamiltonians.

Responsible to foster strong relationships across all levels of government and provide strategic advice to senior leadership. This includes preparing, coordinating briefing notes and reports, and offering policy analysis to support decision-making. This role also requires

the ability to navigate complex issues and balance competing interests and viewpoints. Transparency, appreciation of diverse perspectives, effective communication and strategic thinking are critical for success in the role.

GENERAL DUTIES

Monitors legislative and policy developments across federal, provincial, and municipal governments. Identifies strategic opportunities to shape and advance PH priorities.

Builds and maintains strong relationships at all levels of government (municipal, provincial, and federal) as well as local public health units and other public health agencies, serving as a key liaison to support collaboration and advance key initiatives.

Provides technical expertise and engages across sectors to identify, analyze, develop, and integrate public health considerations into policy-making processes and strategies that will improve effectiveness, efficiency, impact and equity.

Provides advice and actionable recommendations to senior leadership on effective strategies, best practices and their application regarding healthy public policy and government relations.

Conducts comprehensive policy analysis using established policy frameworks to assess the effectiveness, efficiency, impact and equity of policies, including risk mitigation and identification of alternative solutions.

Assists in government relations tasks such as letter writing and preparing materials for key conferences such as the Association of Municipalities of Ontario and the Association of Local Public Health Agencies.

Works in collaboration with the Board of Health Transition Steering Committee to develop and revise foundational documents, by-laws, and policies under the semi-autonomous governance structure.

Supports the Board of Health governance transition by working closely with the City Clerk's Office to establish and refine administrative systems, processes, and reporting, including preparation of agendas, reports and briefing materials.

Works in collaboration with the leadership team to develop, manage and implement a Government Relations Strategy for PH in order to advance public health priorities and strengthen relationships with key government stakeholders.

Stays current with best practices in healthy public policy and government relations through continuous learning and professional development.

Leads efforts to build staff competency in healthy public policy development and analysis, including continuous monitoring of progress and refinement of strategies to strengthen organizational capacity.

Ensures healthy public policies and programs are developed and implemented in a manner reflective of current and leading trends, multiple sources of evidence (i.e. best practices, literature, community health status and local context and political preferences), developments, legislative requirements, and are responsive to the needs of the community.

Reviews, analyzes, and provides comments from a public health perspective on draft policies and by-laws circulated by City Departments where opportunities exist to integrate health considerations into policy making and decision making.

Leads and supports effective change management by modelling adaptability and incorporating change management plans and practices into their work.

Applies sound skills in dealing with sensitive issues, which involves balancing interests of numerous parties with divergent viewpoints.

Monitors and evaluates the effectiveness and impact of healthy public policy initiatives, and applies learnings to continuously improve policies, strategies, programs and processes. Influences policy decisions and identifies opportunities for funding.

Manages multiple projects and initiatives simultaneously, oversees their planning, execution, and completion.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. University Degree, preferably at the Master's level in Political Science, Public Health, Public Administration or other related discipline with advanced-level education in government relations, and policy development and analysis; or a combination of equivalent education and related work experience.
2. Demonstrated previous experience and knowledge in policy formulation, analysis and evaluation, Health in All Policies and related frameworks, government relations, public health sciences, health equity, community engagement, health promotion, project management, strategic planning, negotiation, conflict resolution and change management.

3. A thorough knowledge and strong understanding of federal, provincial and municipal legislation and government structures, policies, procedures, programs and practices in public health, and its relationship with sectorial and community partners.
4. Significant experience and knowledge in research, critical appraisal of literature, evidence informed decision making, information gathering and synthesis, including literature review, environmental scanning, best practice identification, community consultation and stakeholder analysis.
5. Demonstrated ability to interpret and utilize data to inform policy decisions.
6. Demonstrated ability to work both independently with limited supervision and in a team setting. Ability to work in a confidential manner, make sound judgements and balance competing interests.
7. Demonstrated ability to work under pressure and to meet tight deadlines, be flexible and adaptable, and effectively manage multiple multi-disciplinary projects in a results-oriented environment.
8. Ability to effectively develop and maintain relationships with elected officials, representatives of other levels of government, leadership, staff, and the general public.
9. Ability to effectively facilitate meetings and consultations to gather input and build consensus.
10. A very high level of communication, political acumen, organizational, analytical and research skills, with a particular emphasis on excellent presentation, strategic and critical thinking, problem solving, facilitation and writing abilities.
11. Sound interpersonal skills, personal integrity, professional commitment and demonstrated good judgement.
12. Computer literacy in a Windows environment utilizing Microsoft Office applications; word processing and spreadsheets.

NOTE: The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of Policy HSW-01 Staff Proof of Immunity to Vaccine Preventable Diseases.

Location Hamilton, Ontario (Hybrid)

Department Healthy & Safe Communities

Employment Type 1 Permanent, Full-Time & 1 Temporary, Full-Time

Compensation \$105,334.32 - \$131,667.90

