

Department: CAO's Office

Division: Strategic Policy & Government Relations

Position: Policy Specialist

At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Region of Halton is committed to providing accommodations throughout the recruitment process. If you require accommodation please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Note:

There are 2 positions available, working 35 hours per week.

- 1 full-time permanent opportunity
- 1 temporary full-time opportunity for up to 12 months

Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.

Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.

We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions.

Purpose:

The Policy Specialist provides support to the Strategic Policy & Government Relations team related to corporate policy, public engagement, accessibility and advocacy initiatives through coordination, issues monitoring and research on various issues and topics.

Preferred Background:

The successful candidate will possess a degree in public administration, political science or a related field, with minimum two (2) years' experience in government. The ideal candidate will have knowledge of the working and programs of Regional, Provincial and Federal governments as well as possess excellent research, verbal, written communication and interpersonal skills. To succeed in this role, one must be highly analytical, organized, resourceful and adaptable. Strong project management skills, good understanding of data analytics and political acuity is also required. Must be proficient in Microsoft Office suite.

Duties:

- Conduct research and analysis of various Regional, Provincial or Federal policy and advocacy issues assist with the development of briefing and resource material as required
- Respond to research requests as needed
- Monitor relevant issues and provide timely summaries
- Review and synthesizes relevant information by conducting on-line research and reviewing and summarizing reports
- Gather, review and synthesize processes and procedures to create a consistent standard and inventory
- Provide support to and assist with the implementation of the Corporate Policy Review and Equity Diversity and Inclusion Policy Review
- Provide input and advice into public engagement initiatives
- Review reports and prepare summaries
- Conduct daily monitoring and reporting of emerging issues
- Perform other duties as assigned.

Posted: April 23, 2021

Posting Expires: May 7, 2021

Posting #: **CAO-198-21**

Apply Online at: [Halton Job Postings](#)

If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.