



THE REGIONAL MUNICIPALITY OF DURHAM

Community Growth and Eco Dev Department

Policy Advisor (Regular Full-Time)

Job ID: 23430
Job Number: 244B

Open: Mar 16, 2026 Close: Mar 29, 2026

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to advancing equity, diversity and inclusion within our organization and the communities we serve. We welcome and encourage applications from people who are Indigenous, racialized persons, women, persons with disabilities, members of LGBTQ2S+ communities, and others who may contribute to the further diversification of our workforce, including those who experience systemic barriers.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code, accommodation will be provided throughout the recruitment process upon request, based on any Code-protected ground.

Number of Available positions:

Vacancies: one (1)

Policy Advisor, Corporate Initiatives

Reporting to the Manager, Corporate Initiatives, the Policy Advisor plays a key role in advancing corporate priorities through leadership and support of complex policy and strategic initiatives. The role provides analysis, project management, and coordination across departments to support informed decision-making and effective governance.

The incumbent will:

- Lead the development, implementation, monitoring and evaluation of policies, programs and strategic initiatives that advance corporate and departmental priorities
- Play a central role in implementing the Region's strategy to support a coordinated, corporate approach to identifying and securing senior government funding
- Act as a corporate project manager for complex, high-value funding and policy initiatives, coordinating inputs across multiple departments and ensuring alignment with corporate priorities, governance requirements, and executive direction
- Support proactive planning and governance for corporate initiatives, including readiness activities, issue identification, and risk management
- Prepare and manage confidential briefing materials, reports, dashboards, and strategic advice for senior leadership and Council
- Lead the development of a corporate-level dashboard using Power BI, working collaboratively with Information Technology and other internal partners
- Translate complex policy, funding, and performance information into clear, accessible visual reporting to support executive oversight, accountability, and evidence-based decision-making
- Develop and apply corporate performance metrics and analyze trends and outcomes related corporate initiatives and strategic priorities to support continuous improvement
- Provide policy analysis and strategic advice by conducting research, assessing implications and risks, and developing options and recommendations for senior decision-makers
- Facilitate cross-departmental collaboration through committees and working groups to advance corporate initiatives and ensure consistent, coordinated approaches
- Establish and support governance structures and clear accountabilities for complex, multi-department initiatives
- Monitor emerging issues, senior government policy directions, and funding environments to assess potential impacts on Regional priorities
- Handle sensitive and confidential information with discretion, professionalism, and sound judgment
- Apply strong computer proficiency and data literacy, demonstrating the ability and willingness to learn new systems, tools, and technologies to support corporate reporting, performance measurement, and continuous improvement

The successful applicant will possess:



- A post-secondary degree in Social or Political Science, Public Administration or a related discipline or [equivalent combination of education and experience](#)
- Demonstrated experience in policy analysis, policy development, program or process design, and project management within a public-sector or municipal environment
- Demonstrated initiative in pursuing equity-related learning and integrating it into professional practice
- A willingness to re-evaluate established practices to advance more inclusive and equitable outcomes
- Experience supporting complex, cross-departmental initiatives or corporate programs involving senior leadership, governance structures, or executive decision-making
- Strong organizational and project management skills, with the ability to manage competing priorities, shifting timelines, and confidential materials
- Superior report writing and presentation skills, including experience preparing confidential briefing materials for senior leadership or elected officials
- Demonstrated ability to analyze complex information, assess risks and implications, and provide clear, strategic advice
- Experience supporting corporate reporting, performance measurement, dashboards, or metrics to inform decision-making and accountability
- Strong relationship-building and collaboration skills, with the ability to work effectively across departments and with external partners
- Political acuity and sound judgment when working in a public-sector, governance, or intergovernmental environment
- Demonstrated discretion and professionalism in handling sensitive, confidential, or politically sensitive information
- Intermediate to advanced proficiency in Microsoft 365 applications (Word, Excel, PowerPoint, Teams, CoPilot, etc.) and accessible document practices

Management & Exempt Salary Grade 6

- Salary: \$105,922 to \$132,402 per annum

Conditions of Employment

All applicants are expected to comply with the Region of Durham's Code of Ethics and Code of Conduct Policies throughout the recruitment process. Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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