

Intergovernmental Advisor

Service Area:	Office of the CAO
Department:	Strategic Initiatives and Intergovernmental Services
Work Location:	City Hall, 1 Carden Street
Work Mode:	Hybrid
Job Type and Duration:	Permanent, Full Time Vacancy
Position Availability:	1 existing vacant position
Salary Range:	\$86,457.28 - \$108,071.60 per year
Affiliation:	Non-Union
Posting Period:	March 24, 2026 to April 12, 2026 11:59 p.m.

Why Join the City of Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

Resumes are being accepted for the position of Intergovernmental Advisor within the Strategic Initiatives and Intergovernmental Services department of the Office of the Chief Administrative Officer at the City of Guelph. Reporting to the Manager, Policy and Intergovernmental Relations, the successful applicant will exhibit a dedication to relationship-building with upper levels of government as well as a commitment to diversity and inclusion. This role will also contribute to

the implementation of the City's Advocacy Plan and support policy and legislative analysis and coordination. Guided by the goals and objectives of the City of Guelph Corporate Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, and prosperous city.

Key duties and responsibilities

- Advance the implementation of the City's advocacy plan
- Provide leadership and direction on the City's response to provincial and federal consultation processes
- Support the City's relationship-building with upper levels of government and provide advice to City departments on advocacy, policy and legislative matters
- Support the cultivation of a network of internal and external relationships to strengthen collaboration on policy and intergovernmental priorities
- Work with senior leadership and the mayor's office to coordinate intergovernmental meetings and opportunities for the City and its leaders to advance Guelph's priorities
- Track, monitor and communicate legislative and policy developments of potential impact to the City
- Provide strategic legislative and policy analysis and advice on emerging issues and opportunities of the day
- Support the development of strategic intergovernmental and advocacy approaches, including policy development, implementation and associated communications work
- Support the identification and preparation of strategic grant applications
- Support the implementation of the City's Indigenous Relations Framework
- Ensure the City is aware and informed about legislative and regulatory changes, and legal and procedural obligations as it relates to Aboriginal and Treaty rights
- Identify and support the implementation of engagement best practices for a variety of City initiatives
- Prepare briefing notes, meeting notes, Indigenous Engagement records, digital presentations, policy papers and other written materials
- Other duties as assigned.

Qualifications and requirements

- Completion of a university degree or college diploma in Public Administration, Political Science, Indigenous Studies, Law or a related discipline. Candidates with equivalent combination of education and experience may be considered.
- Considerable experience in government relations, advocacy, and Indigenous relations work.
- Ability to network and build relationships at varying levels
- Awareness of current intergovernmental issues, trends, and developments
- Highly developed research, analysis and policy recommendation skills.
- Excellent interpersonal, collaboration, networking, facilitation, negotiation, and conflict resolution skills
- Excellent organizational skills with the ability to manage multiple assignments to meet deadlines
- Commitment to ongoing professional development
- Knowledge of change management practices

- Past municipal, provincial, federal and/or Indigenous government experience would be considered an asset.
- Grant writing experience would be considered an asset.
- French language skills considered an asset.

Hours of work

35 hours per week Monday to Friday with flexibility to work evenings and weekend (as needed). This position is eligible for hybrid and flexible work arrangement options (as per current corporate policy).

How to apply

Click "Apply Now" on the top right hand side of your screen by **April 12, 2026**.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the "Apply for this job" button. Instructions will follow.

Hiring Process Transparency

The City of Guelph is committed to fair and transparent recruitment practices. Candidates who participate in an interview for this position will be notified of the hiring decision within 45 days of their interview. Notifications will be provided in writing, or through technology.

Commitment to Diversity & Accessibility

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Privacy Notice

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.