



Director, Community Partnerships, Policy and Business Intelligence - (4070)

Requisition Title

Director, Community Partnerships, Policy and Business Intelligence

Close Date

23 January 2026

Contract Type

Permanent - Full Time

Location

Midhurst, ON L9X 1N6 CA (Primary)

Job Description

POSITION SUMMARY

The Director, Community Partnerships, Policy & Business Intelligence is responsible for leading the strategic policy development and planning, community partnership development, data and quality assurance, and risk management for the Social and Community Services Division. As a member of the senior management team, the successful candidate will serve a critical role in communicating with city staff, community partners and external stakeholders, authoring strategic planning documents, and developing reports and recommendations for City Council/Committees.

The Director, Community Partnerships, Policy & Business Intelligence works collaboratively with colleagues across the Social and Community Services Division, across the broader Corporation as required, with government liaisons, and with community partners and broader stakeholders.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

1. Oversee a team that is responsible for strategic policy development, research, and evaluation that enhances the overall business performance of the division. Lead the continuous improvement of divisional performance through comprehensive data analysis and the development and implementation of sound management practices and procedures by providing staff with direction, guidance, new processes and tools that increase efficiencies and improve effectiveness.
2. Manage, develop, recommend and administer the annual budget for the division and ensures that the department's expenditures are controlled and maintained within approved budget limitations. Ensures program compliance with corporate policies, provincial and federal legislation and requirements.

3. Ensure responsiveness of the different social and community services systems through identification of best practices and service gaps, provision of community development supports to agencies and communities and development of new programs and policies.
4. Provide support and direction to implementing the Social and Community Services' Data Strategy by providing leadership and guidance to the Business Intelligence & Policy Development team.
5. Oversee the development and implementation of divisional planning, risk management and evaluation of the full range of policies for the Social and Community Services Division.
6. Assist the General Manager and other senior staff with the development and implementation of different social and community planning processes and frameworks (e.g., service plans, long-term system plans, strategic plans) and is accountable for ensuring objectives, work plans, and timelines are set and met.
7. Lead divisional strategic planning and participate with other senior staff in divisional strategic planning, including processes to identify service effectiveness and facilitate effective cross-divisional service delivery based on divisional mandates and strengths. Foster integration through linkages, common language and the use of common performance measures.
8. Apprise the General Manager of local, provincial and federal policies and directives that impact service delivery, and identify emerging trends, opportunities and challenges within the social and community service sector.
9. Lead a team that is responsible for community-based partnership across multiple sectors in the to strengthen relationships and further the work of the Immigration Partnership Council, Community Safety and Wellbeing Plans and other regional community initiatives to improve outcomes for vulnerable Simcoe County residents.
10. Respond to inquiries from elected officials, external agencies such as police, media/press, Public Health, MP Offices, Ontario Ombudsman, law firms, etc.
11. As appropriate, facilitate service provider and other stakeholder input into divisional service planning functions.
12. Ensure that the Social and Community Services management team and staff are apprised of existing and emerging system issues, developments, and trends as identified.
13. Prepare and present reports for the Committee of the Whole, County Council, the Affordable Housing Advisory Committee, and others as assigned.
14. Actively liaise/engage with CSM colleagues regarding matters related to local system planning and municipal, provincial and federal policy development.
15. Provide leadership and supervision to staff in a manner that motivates, guides and directs employees to the realization of divisional goals and objectives. Maintain a work environment that promotes staff participation, teamwork and positive labour relations.
16. Ensure appropriate staff scheduling, orientation, and training programs are in place in accordance with County policies and guidelines.
17. Assist in the recruitment, evaluation, discipline and termination of personnel.

18. Act in the absence of the General Manager as assigned.
19. Perform other duties as assigned.
20. Comply with Provincial and County occupational health and safety legislation, regulations, policies and procedures.
21. Maintain confidentiality in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

LEADERSHIP COMPETENCIES

Has knowledge of and demonstrated ability in our leadership competencies:

- Acts with the Customer in Mind
- Makes Sound Decisions
- Thinks Strategically
- Ensures Accountability
- Continuously Seeks to Improve Work Processes
- Propels Results
- Collaborates
- Leads Teams
- Communicates with Impact
- Develops Self
- Is Resilient

EDUCATION, TECHNICAL SKILLS AND CERTIFICATION

- Completion of a degree in public administration, finance, business administration or a related field of study or equivalent. This job may be considered for educational equivalency in accordance with County Policy.
- Strong knowledge and understanding of Systems Management.
- Extensive experience with policy and program development, implementation, process improvement, planning, and organizing in complex environments.
- Extensive knowledge of municipal governance structures, services and programs, and the municipal relationship to other levels of government, other funders and the community.
- Strong knowledge of Social and Community Services, policies and programs and demonstrated service integration and strategic systems thinking.
- Strong understanding of policies and related legislation or initiatives and their significance and potential impact.
- Strong leadership and supervisory skills and ability to interpret and apply employment policies and collective agreements.
- Strong financial, analytical and problem-solving skills.
- Strong interpersonal and communication skills.
- Strong planning, organizational skills, time management and multi-tasking skills.
- Sound knowledge of community development principles.
- Knowledge of word-processing and spreadsheet application skills.
- Valid G class driver's license and access to a reliable vehicle.
- Criminal reference check with vulnerable sector clearance.

EXPERIENCE

- A minimum of eight (8) years' experience in progressively responsible, related positions, plus two (2) years in a managerial or senior management role in a large, multi-location organization.
- Experience in the supervision of staff and the administration of employment policies and collective agreements.

EFFORT

- Visual and mental effort when attending community meetings and presentations, interpreting legislation, preparing reports, etc.

WORKING CONDITIONS

- Work performed in a busy office environment and within the community. May have to deal with clients in emotional crisis.
- Ability to work remotely if required.

Salary Grade

\$169,897.00 - \$206,697.00

Union

Non Union

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted.

Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment.