



## Policy Analyst (1 Year Term)

The **Municipality of the County of Kings** is one of the fastest growing regions in Nova Scotia. It has a unique blend of urban and rural communities and offers a wonderful quality of life to its residents. The Municipality requires an experienced Policy Analyst to support Municipal operations and initiatives through the development and recommendation of policies, briefing notes, and reports to Council. If you are an analytical thinker that thrives on research and policy development, we want to hear from you!

Reporting to the Chief Administrative Officer, the successful candidate's duties include:

- Draft new policies or amendments to existing policies;
- Perform an ongoing review of existing policies to ensure their currency, relevance and need of policies and make recommendations to Senior Management on whether an existing policy should be amended, replaced, or repealed;
- Coordinate policy review with Senior Management and applicable staff to ensure policy work addresses core issues effectively and efficiently; Communicate and advise on implementation of policies with both staff and the public;
- Coordinate and make recommendations to Senior Management in written and verbal formats on inquiries that are either policy related or sensitive in nature;
- Coordinate and draft memoranda, briefing notes, and reports to council;
- Participate in Council meetings and workshops;
- Develop and maintain relationships with other municipal jurisdictions, other levels of government, and relevant industries to stay abreast of trends or developments which may impact policy matters/issues; and
- Research topics and special projects as assigned.

Minimum Qualifications for the position:

- Degree in Business, Public Administration, Economics, Law, Political Science or related discipline. Masters degree would be an asset;
- 1-3 years of related experience including public policy analysis and development, drafting of policies and guidelines for day-to-day application, and report writing;
- Demonstrated qualitative and quantitative analytical skills to develop policy options and assess expected outcomes, and demonstrated strategic thinking to support policy recommendations; Demonstrated research skills to collect and synthesize information from a variety of sources such as government reports, academic research, and stakeholders;
- Strong communication and well developed organizational skills;
- Ability to take initiative and work independently in individual projects, as well as ability to work in a team environment;
- Knowledge of the Municipal Government Act is an asset; applicant should also possess sufficient knowledge and/or experience with rural municipal settings to aid in above analyses; and
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft Word, Outlook, and Excel.

This is a 1 year term unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan (8% Employer/Employee Match Pension Plan). The hours of work will be Monday to Friday 8:30 am to 4:30 pm (35 hours per week). Some overtime work may be required. Salary will be level 8 of the Municipal Pay Band - \$58,693 to \$67,350. Please submit your written application by **4:30 PM Friday, July 6, 2018**.

**To Apply:** Please demonstrate in your application how you meet the above qualifications.

- **To apply for this position online**, click [here](#) and you will be redirected to Careerbeacon.
- **Benefits of applying online** - The system will allow us to send an immediate confirmation email that your application has been received and we will notify you the status of your application once applicants have been shortlisted.
- **Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Criminal Background, and Education.**

**The Municipality of the County of Kings is committed to building and fostering an inclusive and welcoming workplace.  
We are an equal opportunity employer.**