

Policy Analyst - term (18 months)



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Policy Analyst*!

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

The Policy Analyst is responsible for supporting Municipal operations and initiatives through the development and recommendation of policies, briefing notes, and reports to Council.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Assist in drafting of departmental policies and perform an ongoing review of existing policies to ensure currency, relevance, and need of policies.
- Lead in the development of corporate wide policies.
- Coordinate policy review sessions with Senior Management and staff to ensure policy does not conflict with the rationale and principles used to develop the policies.
- Coordinate and make recommendations to Senior Management in written and verbal formats on inquiries.
- Coordinate and draft memoranda, briefing notes and reports.
- Present policies or policy amendments to Council when requested.
- Consultation with external stakeholders regarding relevant policy development.
- Assist the Chief Administrative Officer and other senior staff with special projects as assigned.
- Drafting of grants, reports, briefings, and request for decisions as assigned.

Candidate Profile

Education and Experience

- Degree in Business, Public Administration, Economics, Law, Political Science, or related discipline. Master's degree would be considered an asset, or equivalent combination of education and experience.
- 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.

Knowledge, Skills, Abilities

- Demonstrated qualitative and quantitative analytical skills and demonstrated strategic thinking to support policy recommendations.
- Demonstrated research skills.
- 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.
- Strong knowledge of computer applications within a Windows environment with an

emphasis on Microsoft Word, Outlook and Excel.

Compensation & Benefits

This is a full-time 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 - including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$36.84/hr - \$43.94/hr) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours may be required.

For a detailed job description please click [here](#).

Extra Details

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

Learn more about our region, our organization and our commitment to Equity and Diversity [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca by **4:30pm August 29, 2025**

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.

Note: 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. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.

