

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

COMMUNITY SERVICES SENIOR POLICY ANALYST

JOB ID: C55-22	LOCATION: Remote & 30 Centre Street, Orangeville, ON
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on September 13, 2022

Reporting to the Program Supervisor and Director the Senior Policy Analyst leads and develops projects, conducts research, gathers and analyses data, reviews policies and legislation, writes reports, evaluates policy effectiveness, recommends changes where needed to programs and policies, etc. as required. Independently manages assigned policy development projects and works collaboratively with staff and service partners.

What you'll do

- Maintain comprehensive, specialized knowledge of government policies, programs and related legislation relevant to Human Services
- Locate and keep comprehensive files of applicable policy, programs and legislation relevant to human services
- Conduct timely analysis and maintains on-going monitoring of relevant proposed and enacted legislation
- Act as a technical resource for program staff and responds to queries about policy interpretation, past practice, and implementation
- Write reports and disseminates information for departmental staff, leadership team, committee, council etc., in regards to new initiatives, strategic policies and operational procedures as required
- Facilitate multi-stakeholder consultation to develop policy and program options and recommend approach based on evidence, legislation, and policies
- Coordinate research, analysis, guidance, impact and overall coordination for key events, projects and initiatives with internal and external resources
- Provide input and support to the Dufferin County Equity Collaborative (DCEC) and the Dufferin Community Safety and Well-Being Plan (CSWB)
- Provide information that will enhance Community Services programs that best assist residents of Dufferin County
- Other duties as assigned

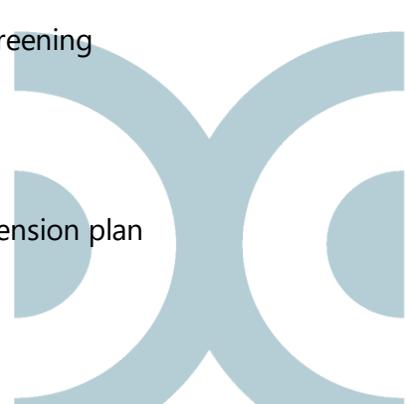
What you'll bring

- Post Secondary diploma or degree in Public Administration, Human Services, Social Science, Urban Planning, and/or Public Policy that has a research component.
- Minimum two (2) years municipal government
- Quantitative and qualitative research expertise
- Primary and secondary data analysis
- Ability to create, conduct surveys and focus groups/interviews
- Analyzing and interpreting survey data and focus group/interview data
- Knowledge of provincial funding and operational guidelines for Ontario Works, Housing Services and Children's Services
- Valid Class G driver's license and access to reliable transportation required
- Must provide a clear criminal reference check including the vulnerable sector screening

What we can offer YOU!

- A competitive hourly wage ranging between \$41.32 – \$48.33
- Enrolment in our comprehensive health benefits program and defined benefit pension plan

DISCOVER YOUR CAREER WITH US



- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.