



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Liquid Waste Services Department is currently seeking a:*

POLICY COORDINATOR

(Full-Time Temporary)

(this position to last not later than August 6, 2018)

Please submit a resume accompanied by a covering letter when applying.

NATURE OF THE WORK:

Reporting to the Program Manager of Public Involvement, this position focuses primarily on consultation projects associated with policy and regulation development, planning, and implementation of actions and projects within Metro Vancouver’s utility management plans with a key emphasis on the wastewater treatment plant upgrades. The Policy Coordinator’s portfolio will likely include developing and implementing consultation processes for source control regulation and developing and managing the consultation process for the region’s wastewater treatment plant upgrades

DUTIES:

In consultation with the Program Manager of Public Involvement, the Policy Coordinator determines and develops the approach, research, and consultation methodology for major policy, regulation, and utility projects.

Plans, supervises and participates in the work of one or more subordinates engaged in professional and technical work.

Directs the work of consultants, including requesting estimates, setting out project expectations, establishing schedules, check-in points and overall ensuring quality control.

Presents and defends consultation plans and outcomes before superiors, other staff and represents the department at various committees as required.

Engages municipalities, First Nations, provincial agencies and project stakeholders.

Directs implementation of consultation plan, tracks input, works with project team to integrate feedback and ensures report back to impacted communities.

Prepares project reporting on consultation process and outcomes for Metro Vancouver committees and Board. Prepares internal project documentation.

DUTIES Continued:

Establishes and maintains effective working relationships with staff and a wide variety of external contacts at various levels within provincial and federal government agencies, municipalities and committees and federally chartered companies; coordinates various activities, programs and projects, and relieves a superior at various meetings as required.

Performs related work as required.

REQUIREMENTS:

University graduation with a Master's degree in Community Planning, Political Science, Communication, Public Administration or a related discipline plus considerable related consultation and policy planning experience; OR an equivalent combination of training and experience.

Thorough knowledge of the principles, practices, techniques, methods and procedures applicable to research and policy development.

Thorough knowledge of the policies, rules and regulations, by-laws and legislation governing the work.

Considerable knowledge and demonstrated experience of consultation principles, practices, techniques and current technological developments.

Ability to develop and prepare policy proposals, define problem areas, determine research methods, analyze and evaluate data and prepare comprehensive reports along with demonstrated excellent writing and report preparation skills.

Excellent writing and presentation skills.

Ability to plan, assign, supervise and participate in the work of a small group of subordinates engaged in related policy research and consultation work, to direct the work of consultants on complex projects and to coordinate input and information from various internal and external sources.

Ability to perform all duties under minimal supervision.

Ability to coordinate activities, programs and projects and relieve a superior during absences or unavailability of same within defined limits.

Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts and represent Metro Vancouver on a variety of committees, task forces and working groups.

Driver's License for the Province of British Columbia.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by October 2, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.