



Position Title: Policy Analyst (Drinking Water Conservation)

Position Status: Full-Time Regular

Department: Water Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T25 \$3,205.95 - \$3,785.23 bi-weekly

Our Water Services Department is seeking a Policy Analyst within the Policy, Planning and Analysis division. This role will be responsible for supporting a wide range of planning and policy initiatives including researching, analyzing, and developing policies related to the provision of drinking water within Metro Vancouver. The role will be responsible for supporting and developing drinking water conservation programs and demand side management initiatives. It will also focus on developing regulatory initiatives where relevant, and supporting various long-term water supply and planning projects within the Metro Vancouver region.

You are: organized, self-motivated, and passionate about advancing drinking water conservation in the region and best practices related to the management of drinking water. You will bring your experience in drinking water conservation and have strong written and spoken communication skills.

This role:

- Assembles, researches, analyzes and interprets data related to national, provincial, regional and corporate programs, policies and best practices concerning drinking water conservation and demand side management issues (DSM). Evaluates policy options regarding water conservation, participates in the development of conservation and demand side management strategies (DSM). Prepares reports, briefings, recommendations and draft policy proposals for review by a superior.
- Leads the review, development or revision of operational policy alternatives; reviews the effectiveness of existing operational procedures and policies; writes new policies when required; prepares reports and recommendation for consideration by a superior.
- Provides technical assistance and information; promotes awareness of policies, objectives and programs internally; provides and/or develops content for promotional and educational materials and presentations; reviews documentation such as consultant reports and educational materials.
- Prepare draft plans and policies and provide advice, information and effective interpretation of policies and procedures. Through conducting complex policy research and quantitative and qualitative data analysis.

- Establishes and maintains effective working relationships with internal and external stakeholders, staff, consultants, commercial enterprises and associations, municipal and other levels of government and non-governmental organizations; represents the GVWD on various committees and task forces; designs, organizes and conducts seminars, workshops and presentations.
- Directs and/or coordinates the work of consultants engaged in technical and research projects; may assign, check and coordinate the work of research and clerical staff engaged in projects.
- Prepares project budget estimates and, upon approval, monitors contract budgets.
- Performs related work as required.

To be successful, you have:

- University graduation with a degree in statistics, economics, environmental science, resource management, public policy, business administration or related discipline included or supplemented by courses in computer science plus sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of national, provincial, regional and corporate programs, policies and best practices related to drinking water guidelines, AWWA guidance, and utility management.
- Considerable knowledge of the principles, practices, methods and techniques of researching, evaluating and analyzing data related to issues under review.
- Considerable knowledge of sources of data and current literature, trends and developments in fields related to drinking water management and conservation.
- Sound knowledge of by-laws, policies, and legislation related to drinking water conservation and DSM programs and of applicable departmental objectives, rules and regulations.
- Sound knowledge of economics and business administration related to the work performed.
- Sound knowledge of the methods, principles and practices of operating computer and peripheral equipment and software applications related to the work.
- Ability to collect, analyze and interpret statistical, financial and narrative data and to prepare clear and concise studies, reports, committee and board reports and correspondence.
- Ability to prepare recommendations regarding policy and implementation strategies under the direction of a superior.
- Ability to maintain, update and expand applicable databases and communicate the data effectively using graphical tools.
- Ability to communicate effectively orally and in writing and to make presentations that clearly communicate ideas graphically.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and to represent the GVWD on a variety of committees, task forces and workshops.
- Ability to prepare work programs and direct and/or coordinate the work of consultants engaged in technical and research projects and to assign and check the work of clerical or research staff.
- Ability to prepare project cost estimates and monitor contracts and conduct economic analysis and determine financial impacts of new and existing policies.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. Accommodations will be provided upon request during the selection process by contacting careers@metrovancover.org. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 4, 2024.