

BUILD A CITY. BUILD A FUTURE.



PUBLIC SAFETY PROGRAM ANALYST

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Exempt – Regular Full-Time

SCOPE

The City of Surrey is committed to building a safe, inclusive, and thriving community. To advance this vision, we've recently launched a Public Safety Department dedicated to leading core operations and integrating public safety functions across all City departments.

As a Policy and Program Analyst, you'll play a pivotal role in shaping the future of public safety in Surrey. Reporting to the Public Safety Lead Strategist, you will:

- Analyze policies and provide evidence-based recommendations
- Develop and evaluate programs that make a real impact
- Collect and interpret data to inform strategic decisions
- Create project planning documents to support the delivery of strategic initiatives
- Prepare reports and briefings for senior leadership

You will also contribute to priority initiatives, stakeholder engagement, and strategic planning that drive meaningful change.

RESPONSIBILITIES

- **Policy Alignment & Analysis:** Research and analyze laws, regulations, and best practices to ensure City policies and programs comply with public safety legislation, provincial standards, and emergency management protocols.
- **Policy & Program Development:** Support the design and drafting of public safety policies and programs that advance Surrey's strategic priorities.
- **Evidence-Based Recommendations:** Conduct comprehensive research, including cost-benefit and performance analyses, to inform program design and continuous improvement.
- **Data-Driven Insights:** Examine crime, emergency response, and public safety data to identify trends, risks, and targeted interventions; prepare clear, evidence-based reports for senior leadership and Council.
- **Strategic Documentation:** Draft issue papers and briefing notes; liaise with internal departments to ensure alignment with City initiatives and governance standards.
- **Project and Performance Tracking:** Support tracking and reporting on public safety initiatives under the City's Surrey Excels planning framework, ensuring measurable outcomes and accountability.
- **Strategic Advisory Support:** Provide senior management with research and policy advice on operational, organizational, and public safety issues impacting strategic plans, priorities, and service delivery models.

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- **Stakeholder Engagement:** Support senior management in collaborating with external agencies, community partners, and interdepartmental teams to advance public safety objectives and integrated service delivery.
- **Research Excellence:** Conduct primary and secondary research to support innovative policy and program development.
- **Communication & Confidentiality:** Demonstrate exceptional written and verbal communication skills and maintain discretion when handling sensitive and confidential information.

QUALIFICATIONS

- Completed post-secondary education at the university level in the areas of Public or Business Administration, Social Sciences, Criminology, or other related program.
- Up to 2 years experience and practice in research and policy/program analysis.
- Experience in primary and secondary research methods including survey design and implementation.
- An equivalent combination of education, training and experience may be considered.
- Experience in project management would be an asset.
- Experience in a public safety environment would be an asset.

OTHER INFORMATION

Pay Grade: P1 - \$89,817.00 - \$105,667.00

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 6875.

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