Job Description — Policy and Strategic Initiatives Coordinator

POSITION SYNOPSIS AND PURPOSE
(A position overview and how it aligns with corporate strategies)

The Policy and Strategic Initiatives Coordinator plays a key role in examining the effectiveness and relevance of existing policies, laying the groundwork for new programs and legislation to meet the objectives and goals of Region of Queens Municipality.

The main responsibility of the Policy and Strategic Initiatives Coordinator is to work collaboratively across all departments with Directors and other supporting staff to review existing bylaws and policies, propose suggestions to improve the effectiveness of each, and to research and draft new policies. The Coordinator is responsible for presenting new or revised policies to Council for consideration, receiving feedback, and integrating that input into final products.

The Policy and Strategic Initiatives Coordinator contributes to strategic and operational planning, reporting, trend monitoring, and engagement with community members and organizations. The Coordinator also plays a key role in supporting Region of Queens Municipality's inter-government relations, grant research and writing, and leads other special projects as required.

MAJOR RESPONSIBILITIES
(Position activities and allocation of time spent doing each activity as a general outline of duties. This list is not exhaustive nor does it limit the CAO to assign other duties as required.)

Description	Approximate Time Spent (%)
Policy Analysis • Review and evaluate legislation and policies • Determine the benefits and areas for improvement of existing internal policies • Propose suggestions to improve the effectiveness of policies • Edit and amend policy drafts and make recommendations to Council, giving presentations at public Council meetings	35%

Description	Approximate Time Spent (%)
• Liaise with internal and external contributors to determine needs and goals of policies • Ensure that policies and policy amendments meet legal requirements • Perform other duties as required	
Strategic Initiatives • Oversee and facilitate various Region of Queens Municipality priority projects as assigned by the CAO, Deputy CAO or designate • Seek out funding opportunities and programs that may be directly related to the programs, services and infrastructure of various municipal departments including energy efficiency and sustainability programs, researching eligibility criteria, discussing programs with corresponding staff, supporting the compilation of required grant documentation or applications as requested by other departments • Lead the external grant review process for relevant funding opportunities and assist departments as necessary. Further develop the resources needed to support Region of Queens Municipality and track grant activity on an ongoing basis • Contribute to Council's strategic planning process and the drafting of the strategic plan • Support the implementation of Council's strategic plan through support to working groups and implementation plan development, management of projects and other activities • Perform other duties as required	35%
Research, Analysis, Reporting • Support the oversight and reporting for any strategic plans that are created, including workflow templates • Conduct appropriate research, identify opportunities or barriers, develop project implementation and resource plans • Research and assess developments in legislation, intergovernmental policies and trends, and provide analysis recommendations as appropriate • Gather qualitative and quantitative data and prepare reports and presentations for the CAO and Council on various topics and issues as directed	15%
Relationship Management, Engagement and Communications	15%

Description	Approximate Time Spent (%)
• Organize and attend meetings and public workshops (some evening and weekend hours may be occasionally required) • Develop and continually enhance a broad network of contacts and resources both within and outside Region of Queens Municipality, inter-municipally and at multiple levels of government • Provide support for municipal communications initiatives and Emergency Management responses as may be periodically required	

***Note:** All activities are expected to be performed in a safe manner, in accordance with the *Occupational Health and Safety Act* and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

MINIMUM QUALIFICATIONS

(Must Have)



Education (degree/diploma/certifications):

- Undergraduate degree in Public Administration, Public Policy, Communications/Public Relations, Urban Planning, Political Science, Business or a related discipline
- Master's degree is preferred or an equivalent combination of relevant experience and education

Experience:

- Extensive experience in determining if policies align with objectives
- Extensive experience in report writing and preparing presentations for delivery to public audiences
- Excellent skills related to writing policies and determining policy oversights and omissions
- Minimum of three to four years of relevant policy / program work experience with the Association of Municipal Administrators Nova Scotia (AMANS), public sector organizations or equivalent
- Experience in writing and overseeing grant applications
- Experience managing the implementation of significant policy initiatives
- Experience in planning and executing community engagement sessions

Knowledge/Skill/Ability:

- Understands the legal considerations related to policy development and has strong analytical and organizational skills.
- Maintains an understanding of the Municipal Government Act and other relevant regulations and policies affecting municipal governance or operations.
- In-depth understanding of local municipal government governance and administration, including an understanding of current social, economic and environmental trends and their relevance to local government.

- Well-developed critical thinking, consulting and facilitation skills (defining issues; clarifying relationships and managing client expectations; researching, developing and recommending options; facilitating implementation).
- Ability to collaborate with internal and external participants and be an exceptional team player.
- Excellent communication (written, oral, presentation) skills with strong interpersonal relationship management, networking, collaboration and time management skills. Highly developed research, writing and analytical skills.
- Ability to function effectively in a dynamic and fast-paced work environment with challenging and competing priorities and deadlines.
- Proficient in MS Office.
- Adherence to high standards of confidentiality.
- Excellent recordkeeping and attention to detail.

Work Demands

This position spends approximately:

- 90% of the time indoors
- 5% of the time outdoors
- 5% of the time driving a vehicle during work

Physical effort:

- Sitting for extended periods
- Occasional lifting of equipment or materials
- Occasional off-site site visits
- Occasional travel within the Municipality

Mental effort:

- Excellent attention to detail
- Exceptional organizational and time management skills
- High concentration during emergency situations
- Strong analytical and problem solving skills

Hours of work:

- 35 hours per week from 8:30 am – 4:30 pm Monday to Friday (one-hour unpaid daily lunch) with the ability to work some evenings and weekends based on operational need (subject to change).

Work Location:

☐ On-site (100% of work performed on-site with possible flex-schedule consideration)
☒ Hybrid (Combination of on-site and remote work)
☐ Mostly Remote (Most time spent working remotely with limited time spent in the office)

Note: Mostly remote positions are required to attend regularly scheduled team meetings, training, and collaboration opportunities on-site. Appropriate notice will be provided.

ACCOUNTABILITY AND INITIATIVE

- The Policy and Strategic Initiatives Coordinator reports directly to the Deputy CAO.
- Works closely with department members and external participants to ensure delivery of the goals and priorities set by Council.
- Develops and fosters close working relations with various external government agencies and associated professional groups.
- Works with the public with integrity in a professional and courteous manner.

POSITION CLASSIFICATION
(Where this position fits)

Position Title: Policy and Strategic Initiatives Coordinator	**Division**: Administration
Department: Administration	**Classification**: N/A
Positions Supervised Directly: N/A	**Reports to (Direct)**: Deputy CAO
Salary Grade: Grade 5	**Positions Supervised Indirectly:** N/A
Hours per week: 35 hours per week, 8:30 am – 4: 30 pm with a one-hour unpaid lunch Monday to Friday with the ability to work some evenings and weekends based on operational need.	**Work Location**: Administration Building (249 White Point Road)
Effective Date: November 4, 2025	**Revision Date**: November 27, 2026

Organizational Chart

The reporting relationship of this position to others within the immediate department:

