

Job Title: POLICY & RESEARCH CONSULTANT

Job ID: 16405

Job Category: Policy, Planning & Research

Division & Section: Social Development, Finance & Admin, SDF&A Community Resources

Work Location: City Hall, 100 Queen Street W.

Job Type & Duration: Full-time Permanent

Hourly Rate: \$46.38 - \$50.82

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 1

Posting Period: 22-Sep-2021 to 6-Oct-2021

Job Description

The Policy & Research Consultant is responsible for developing corporate-wide policies and business processes for the Community Safety and Well-being Unit. The Policy and research Consultant will address emerging funding policy issues related to community safety and well-being as well as support the development of collaborative risk driven intervention programs, monitor program standards, performance measures and coordinate the inter-sectoral evaluation, validation and identification of emerging issues and best practices.

Major Responsibilities:

- Plans, conducts, interprets and evaluates data, processes, research and policy studies, including joint projects within the Community, Safety and Well-being Unit, city divisions, task forces and committees, other levels of government and other external groups or agencies.
- Researches issues and develops policies and recommendations in order to provide divisional and corporate leadership in collaborative risk driven approaches, policy, program delivery models, advocacy and community safety and well-being strategies.
- Provides lead project management support in the development and implementation of city-wide policies for all aspects of community safety and well-being strategies for vulnerable populations in the City of Toronto.
- Conducts research and analysis into assigned policy areas, conveys information and policy implications to senior staff, external stakeholders and Council, taking into account trends and developments in the field of collaborative risk driven approaches, Community Safety and Well-being strategies, corporate policies and practices, legislative requirements, initiatives by other service providers/funders and other levels of government.
- Supports the analysis of e-business solutions and databases to identify emerging trends and opportunities to support the development of targeted investment.
- Designs, undertakes, and advises on research projects and analyses including data from Community Safety and Well-being initiatives, surveys, sector analyses, trend and comparative analyses and economic impact analyses with other divisions, external organizations, and other sector clients.
- Promotes the use of information and its application to decision making within the Community, Safety and Well Being Unit through collaboration, the development of linkages, and capacity building initiatives.
- Consults and/or works collaboratively with external groups, including the development of contacts with other jurisdictions, at the municipal, provincial, and federal levels, non-governmental organizations and interest groups, other agencies and the private sector.
- Leads the development and maintenance of a variety of community safety and well-being communications and information products (web based and print).

- May conduct speaking engagements for the public, community and media and answers inquiries on research and policy issues.
- Researches, organizes, and writes briefing materials, discussion papers, policy proposals, reports and correspondence on various issues.
- Prepares reports on complex subjects for consideration by City Council, its Standing Committees, Steering Committees, city divisions and external stakeholders.
- Develops and implements project plans for work assignments, ensuring deadlines for such assignments are met.
- Support development of dashboards for program areas.
- Support requests for data from FOCUS, SPIDER and TO Wards Peace and other areas as required.
- Participates in and/or chairs internal and external committees.
- Reviews literature, studies and reports produced by other governments and research agencies to determine potential impact on policy, research and programs.
- Advises and assists divisional staff in the planning, delivery and evaluation of staff development and training programs, and in the development of new policies and procedures.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary education in social policy, public administration, non-profit sector management, or related discipline or an equivalent combination of education and experience.
2. Considerable experience with business process analysis and development.
3. Experience in leading strategic policy development and planning in complex, multi-stakeholder environments.
4. Experience in leading complex social research and/or community development projects and initiatives.
5. Experience working with community groups or residents in the formulation of social policy, analysis and/or research.

You must also have:

- Ability to research, identify, gather, analyze, conceptualize, and interpret policies and other multifaceted information from a variety of sources and develop recommendations.
- Ability to analyze, interpret and synthesize quantitative and qualitative research and complex information and write detailed/complex reports and proposals.
- Highly developed interpersonal skills with the ability to develop effective working relationships with multiple stakeholder.
- Advance knowledge of community well-being approaches.
- Knowledge of program development, planning and budgeting, municipal resource management and funding business processes.
- Excellent project management, problem solving, leadership and facilitation skills.
- Strong presentation skills and the ability to communicate effectively orally and in writing to convey multifaceted process and policy issues to a variety of audiences.
- Strong knowledge of Community Safety and Well-being Strategies (e.g. Collaborative Risk Driven Approaches, Situation Tables, Community Crisis Intervention and Prevention).
- Ability to prioritize and manage diverse activities.
- Knowledge of Human Services and Cultural Services sector information sources and issues.
- Ability to work both independently and in a team environment
- Ability to utilize a variety of software packages and database applications (e.g. Microsoft Word, Excel, PowerPoint, Access, Visio, Project & SAP).
- Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's Mandatory Vaccination Policy.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the **application process** is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process](#).