

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 234 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Transit Policy Advisor

DEPARTMENT: Transit

POSTING NUMBER: 105228

NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 35 hour workweek

LOCATION: Hybrid Model – when working onsite, you will report to the location of Transit Clark Facility.

SALARY GRADE: 6

HIRING SALARY RANGE: \$93,803.00 - \$105,529.00 per annum

MAXIMUM OF SALARY RANGE: \$117,254.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: February 9, 2023

CLOSING DATE: February 22, 2023

AREA OF RESPONSIBILITY:

Reporting to the Director, Transit Services, the Policy Advisor will research, analyze and evaluate the impact of organizational/industry practices, policies and changes in legislation and provides implication review for business leaders. In addition, this position will help evaluate the efficiency and effectiveness of current and proposed projects and programs. This position will provide support in the development of transit related policies, projects and programs. This position will also involve representation for Brampton Transit at various Committee levels followed by briefings on related matters.

1. Research and Analysis. Research emerging trends and best practices and maintains currency in transit policy knowledge, practices and provides statistical and written reports for management decision-making. Researches and coordinates Regional response to legislative/governmental direction (i.e. inquiries) and drafts policy and/or policy revisions as applicable. Evaluates the impact of organizational practices and changes in legislation and provides an implication review for transit Managers. Identifies the significance of emerging trends and issues and makes recommendations for policy improvements or changes. Gathers background material; prepares documentation and summaries on transit related program activities

2. Policy & Project Development. Develops new short term and long term transit related policies and review of existing policies for updates. Represents Brampton at various Committees in industry related policy development. Develops regular review cycles to ensure current policies are consistent and current. Ensures a harmonized approach is taken into account in the policymaking process considering legislative alignment, current and future industry standards. Assists operating departments in determining needs for project implementation and promotes full cycle project management skills using consultative guidance. Enables key deliverables are met in developing project plans by utilizing resources and establishing timelines geared to providing optimal results.
3. Consultation. Will lead and manage projects through consultation with staff, operating departments, taking into account impacts, risk, funding, laws and regulations. Ensures governance has been achieved, as developments occur to ensure policy compliance. Provides assistance and interpretation guidelines for policy issues as they arise.
4. Communication. Develops and implement communication plans to support key initiatives and program changes to all stakeholders. Liaises with transit sectional Managers to best structure and organize new programs. Creates and develops tools and communication strategies to support the execution of related policies, procedures and programs. Provides highly developed communication materials through written and oral presentation modes in order to influence in a highly effective manner.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary education in Business Administration or related field or equivalent approved combination of education and experience.

REQUIRED EXPERIENCE:

- 3 - 5 years experience within public transit.
- Experience with the development of transit policies and procedures an asset.
- Experience providing analytical support with strong research and analytical skills, can evaluate and recommend changes to policies, programs and practices.

OTHER SKILLS AND ASSETS:

- Excellent influential communication and report writing skills and the ability to analyze complex documents and provide briefing notes.
- Ability to effectively and realistically apply structured project management methodologies in order to effectively manage priorities and meet timelines and deliverables.
- Strong working knowledge of government legislation/regulations, i.e. Ministry of Transportation, AODA, and other related legislation.
- Excellent presentation skills and the ability to facilitate in-house training.
- Strong leadership skills and experience in change management.
- Ability to work under pressure and manage multiple tasks.
- Strong computer skills including all Microsoft Applications

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process will be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online at: www.brampton.ca/employment quoting **reference #105228 by February 22, 2023** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.