

### ***King is Hiring*** **Strategic Policy Coordinator**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Corporate Projects and Performance Supervisor, the Strategic Policy Coordinator is responsible for the following:

#### **Corporate Strategic Planning and Project Management**

- Helps develop and assess program and policy options that meet identified corporate, department and community needs, and recommends viable solutions/implementation strategies.
- Collaborate and work closely with the SLT and ELT in preparing CSP Annual Progress Reports and is involved in the (4) year term of council strategic planning process (and updating the CSP as required).
- Works with management and other relevant staff to recommend and/or implement viable solutions and strategies to achieve departmental objectives in relation to policy and compliance.
- Identify stakeholders and bring them together to understand what they need to know, what changes are happening and communicate findings.
- Identifies and develops headline performance measures and metrics to evaluate and monitor effectiveness of projects/programs initialized.
- Assists with the coordination of concurrent project initiatives and demonstrates knowledge of project management methods and techniques.
- Develops and maintains processes, guidelines and templates for corporate use.
- Provides support to the Strategy and Transformation Team / Project Management Office for annual operational service reporting and monthly capital project reporting.

#### **Policy Research, Analysis and Performance Monitoring**

- Contributes towards production of analytical reports and process mapping of organizational workflows.
- Analyzes performance data to identify trends and recommend process improvements to enhance program effectiveness and service delivery.
- Research policies and industry best practices.
- Tracks, researches, analyzes, interprets and evaluates the impact(s) of new and existing programs, legislation, initiatives, policies and operational issues.
- Compiles data, statistics and information; conducts research and provides analysis.
- Gathers, maintains, updates and stores related literature and research material in accordance with the Township's Records Management policies.
- Monitors analyze and interpret legislation and related regulations, corporate and other Township / Regional policies, current issues/trends and provide support and advice to management and Department staff.
- Prepares reports, briefing notes, background materials and presentations on a wide range of policies, programs and special projects, from a technical and operational perspective for management as required.
- Works with Supervisor and stakeholders to ensure strategic objectives are on course to be achieved.

#### **Business and Service Transformation and Improvement**

- Participate in business reviews and program evaluations to improve service delivery and ensure effective integration of divisional initiatives with other Township departments.

- Assists with the implementation of process improvements including working with departments/divisions on implementation of process enhancements.
- Communicates and liaises with stakeholders and works to ensure input and representation from key stakeholders is obtained and maintained.

#### Communication, Liaison and Internal Service Delivery

- Works with staff, management and other governments to ensure an integrated and practical approach to program development and implementation consistent with Township procedures.
- Assists the Supervisor in the development and implementation of communications strategies and tools for the implementation and rollout of strategic plan process and initiatives.
- In conjunction with department staff and corporate communications, develops communication strategies on emerging and developing policy issues, reviews development and implementation of department-wide communication.
- Participates on internal and external committees, working groups, task forces and special projects as required.
- Elicit and distribute information through focus groups, surveys, retrospectives, training sessions (train the trainer) and 1:1 communication.
- Responds to inquiries and resolves concerns, as appropriate.
- Develops, manages and maintains the design and content of the dedicated strategic plan intranet site.
- Performs other duties as assigned, in accordance with division objectives.

The successful applicant will possess:

- Successful completion of a University Degree in Public or Business Administration, Political Sciences or Economics, related field or approved equivalent combination of education and experience.
- Master's Degree, or working towards, would be an asset.
- Two (2) to three (3) years of experience in a related field.
- One (1) to two (2) years demonstrated experience in managing or coordinating policy related projects, implementing communication strategies and/or researching, analyzing and summarizing large amounts of data.
- Certified Associated in Project Management (CAPM) Designation or formal project management training / certifications would be an asset.
- Superior organizational and administrative skills and the ability to multi-task and work to deadlines.
- Excellent knowledge of communications, policies, procedures and organizational flow mapping.
- Knowledge of quantitative and qualitative research and analysis methodologies and can apply them to analyze/synthesize information to evaluate performance of strategic and corporate initiatives.
- Strong interpersonal skills that enable positive engagement with governments, consultants, management and Township staff.
- Demonstrated writing skills for internal communication, document development and design and drafting reports, briefing notes, meeting minutes and presentations to communicate information to diverse audiences.
- Knowledge of and demonstrated ability in corporate core competencies, including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability.
- Excellent verbal and written communication skills required, along with good organizational skills.
- Computer literacy utilizing MS Office & O365 software, including Outlook, Word, Excel, PowerPoint, Visio, MS Project & SharePoint.
- Ability to set goals, prioritize tasks and carry out responsibilities to achieve quality results.
- Ability to handle confidential information.
- Valid G Class Driver's License and reliable access to a personal vehicle are required.

Conditions of Employment:

- Work involves mental and visual concentration for long periods of time, without close supervision.
- Attendance at general Committee meetings and Council meetings as required.
- Ability to travel to offsite locations in a timely and efficient manner, as required.
- Ability to work outside regular business hours, as required.
- Must be legally authorized to work in Canada.

**Salary Range: \$77,168.00 - \$85,758.40 per annum (2025 Rate)**

Qualified candidates are requested to forward their resume to [hr@king.ca](mailto:hr@king.ca) by **4:30 pm on August 6, 2025**  
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit [www.king.ca](http://www.king.ca) for full job description.

*We thank all applicants and advise that only those selected for an interview will be notified.*

*Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.*

*We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.*