

# Position Description

**Position Title:** Policy Analyst and Legislative Drafter

**Department:** Legislative Services

**Last Updated:** January 2025

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## Summary

The Policy Analyst and Legislative Drafter plays a role in shaping major policy and legislative initiatives by conducting research and applying analytical skills to the development of the City's bylaws and policies. This position involves supporting the creation, review, and revision of the City policies and bylaws, ensuring compliance with legal requirements and alignment with organizational goals. The role also includes cross-departmental collaboration, providing policy guidance, managing public engagement efforts, and preparing reports for leadership.

## Key Duties & Accountabilities

- Collaborates with City departments, providing guidance and advice, to support the development and drafting of policies and bylaws
- Leads the drafting of bylaws, policies and regulations for consideration and adoption by City Council
- Reviews, revises, and amends bylaws and policies to ensure clarity, precision, and legal consistency, collaborating with legal counsel, when necessary
- Supports other departments with proposed initiatives through public engagement and consultation
- Reviews legislation to ensure policies and regulations are developed in accordance with legislative requirements and effectively implement legal mandates
- Leads and coordinates components of bylaw and policy reviews, identifies key deadlines and requirements, and proposes project objectives
- Examines the efficacy of existing policies, reviews and amends policy drafts, and provides recommendations for policy development
- Ensures drafting meets established standards and timelines
- Prepares and drafts reports and briefings for review by leadership
- Compiles tables, charts, graphs, and other necessary resources for reports and documents
- May be requested to work outside office hours
- Performs other related duties as required

## Qualifications

- Post-secondary degree in political science, public administration, or a related discipline, plus three (3) to five (5) years of related working experience, with at least two (2) years drafting and amending policies and legislation (or an equivalent combination of education and experience)
- Experience with acts, regulations, and policies applicable to Local Governments
- Experience using databases to research and compile accurate and relevant information
- Experience with web and literature searches

- Proficient in software tools, including Microsoft Office (Excel, Outlook, PowerPoint, and Teams) and Asana with the aptitude for using new software
- Ability to conduct research, analyze information, evaluate options, and apply findings to policy and legislative drafting
- Strong understanding of legislative processes
- Superior written and verbal communication skills, particularly in drafting precise legal language and conveying complex information clearly
- Meticulous attention to legal accuracy, consistency, and adherence to drafting standards
- Excellent organizational skills, ability to work accurately and effectively, and manage priorities simultaneously
- Ability to maintain a high level of confidentiality in a legislative and political environment
- Excellent interpersonal skills with the proven ability to build strong, collaborative relationships both externally and at all levels of the organization
- A commitment to continuous improvement and life-long learning
- A team player with a strong work ethic
- A sense of humour, with the ability to take your work seriously but not yourself