



## Job details

### Job 1 of 1

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Auto req ID                    2103BR  
 Title                             Solid Waste Policy Analyst

Job Posting                    Halifax Regional Municipality is inviting applications for the permanent, full-time **Solid Waste Policy Analyst** position in Solid Waste Resources. We encourage applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities and Aboriginal persons. HRM encourages applicants to self-identify.

The Solid Waste Policy Analyst is responsible for conducting research into new and emerging solid waste issues as well as analyzing proposed policies, evaluating affects and reporting findings to management. This includes collecting and analyzing data sources from municipal, provincial and federal jurisdictions. The Policy Analyst will also be responsible for reviewing and benchmarking existing programs, policies and practices in order to provide advice on industry trends and innovations to improve HRM's system. Reporting to the Program Manager, Policy and Outreach, the Policy Analyst is accountable to deliver excellence in service delivery with a commitment to outcomes for healthy communities and environmental sustainability.

#### DUTIES AND RESPONSIBILITIES

##### Research and Evaluation

- Researches environmental trends and policies into new/best practices in municipal solid waste diversion programs
- Collects and analyzes information on a variety of waste management issues and makes recommendations
- Develops methods to improve operations or develop new approaches to program evaluation
- Compiles, analyzes and correlates data and prepares reports and studies for submission to management and/or council on program related matters
- Undertakes literature reviews to ensure that the business unit is current with respect to the latest trends in waste diversion programs
- Designs and produces studies and project plans to support a zero waste culture

##### Policy Analysis

- Reviews and analyzes solid waste policy tools and other trends to advance municipal solid waste diversion programs
- Evaluates waste management policy options and applies the waste hierarchy model in order to reduce, reuse, recycle, recover, and dispose of waste material
- Develops methods to improve operations or develop new approaches to program evaluation
- Evaluates programs, services, systems and program effectiveness through comprehensive operational research
- Develops and recommends strategies to balance environmental conservation with social and economic considerations
- Evaluates legislative proposals, bills, and issues affecting programs
- Develops and recommends appropriate program and policy implementation actions for assigned projects that may impact organizational structure, staffing levels and service delivery

##### Communication

- Responsible to consult with interest groups, including businesses, governments, and special interest groups
- Facilitates internal and external HRM workgroups responsible for developing policies and strategies in response to proposed provincial or federal regulations, programs, policies or guidelines

##### Management Duties

- Responsible to assume role of acting Program Manager – Policy and Outreach when required

- Acting role includes, but is not limited to, providing direction/assigning work/granting time off to staff and ensures the application of human resource policies
- Participates in the hiring process and effectively recommends hiring
- Participates in the development and implementation of legislative proposals in consultation with management and team administrators
- Leads subcommittees composed of senior technical staff, division managers, and possibly outside technical experts or stakeholders to address legislative and policy changes
- The department's coordinator for the municipal benchmarking initiative.

#### **Qualifications**

##### **Education & Experience**

- University degree in a related field (Environmental Policy/Management, Environmental Science, Natural Resource Management, Public Administration, Engineering, Law);
- Five years' experience in solid waste and/or environmental/natural resource management;
- Five years' undertaking policy development and research projects, preferably in solid waste or in a public sector environment; is considered an asset.
- Supervisory experience is considered an asset.

##### **Technical/Job Specific Knowledge and Abilities**

- High level of knowledge in solid waste management systems and diversion programs;
- High level of technical ability in applied research methods;
- High level of knowledge of research methods and procedures;
- Knowledge of public administration and policy development;
- Excellent written and verbal communications skills;
- Demonstrated research, organizational and analytical skills;
- Good working knowledge in MS Office applications.

**Competencies:** Analytical Thinking, Communication, Customer-Service, Managing Change, Networking/Relationship, Building, Organization and Planning, Organizational Awareness, Teamwork and Cooperation, Valuing Diversity, Visioning, Strategic Thinking and Innovation.

**PLEASE NOTE:** Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates, who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

**SECURITY CLEARANCE:** Confidentiality Agreement

**WORK STATUS:** Permanent, Full-time

**HOURS OF WORK:** 8:30 am - 4:30 pm Monday to Friday. Additional hours outside of normal working hours are sometimes required.

**SALARY:** Non-Union Scale - P1, \$ 55,000 - \$ 77,000

**WORK LOCATION:** 40 Alderney Gate, Dartmouth, NS

**CLOSING DATE:** Applications will be received up to midnight on Tuesday, May 2, 2017.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

Qualified HRM retirees may also be considered for competitions. In these circumstances, a form of employment may be offered, including term and/or contract employment.

(Position # 78622676)

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