



Housing Planning and Policy Analyst - 12 Month

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 2546 - this recruitment is for an existing vacancy

Department: Social Services

Division: Housing Services

Position Type: 12 Month Full Time Contract

Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours may be required.

Work Location: 138 Wyndham, Guelph; the County of Wellington is an employer that provides service onsite.

Vacancies: 1

Application Deadline: 09/20/2026

BASIC FUNCTION

This position reports directly to the Director of Housing and is responsible for research, analysis, and policy development for affordable/social housing/homelessness policy, strategies and programme initiatives of the County of Wellington Consolidated Municipal Service Manager (CMSM).

PRINCIPAL RESPONSIBILITIES

Under the guidance of the Director of Housing, the Housing Planning and Policy Analyst has the following duties and responsibilities:

- Provide the development of implementable social/affordable housing policies and standards, prepare and coordinate policies, directives, agreements, etc., and obtain appropriate approval, for social housing and affordable housing programmes, ensuring compliance with legislation.



- Provide operational policy support to the County of Wellington Social/Affordable Housing Providers and Programmes (including the County owned Housing programme) through the review and preparation of operational policies, procedures, and forms development for legislative compliance, consultation with tenants and staff, researching other CMSM's approaches and best practices, as required.
- Conduct research and identify community affordable/social housing/homelessness trends, issues, impacts and needs through studies, analysis, interpretation, review and discussions with stakeholders: community, municipal, federal and provincial government staff, as required.
- Prepare/review issue notes and recommend specialized responses to local housing issues through detailed reports and proposals, e.g. waiting list need studies.
- Develop and provide strategic Housing Service System Planning, including need analysis, measures, programme analysis, interpretation, issue analysis, input from relevant client groups, and recommendations and policy or other reports, for approval by the Director of Housing in the development of the CMSM's Housing and Homelessness Plan and other strategic plans.
- Monitor and provide annual / as required reports on compliance with the Housing and Homelessness Plan and other strategic plans through ongoing review of planning and other documents, measures and progress/ outcomes, review and preparation of housing projections, trends, outcomes, etc.
- Work with internal and external policy staff involved within Social Service Policy and Planning Systems to identify community needs for common clients, and participate in system planning requirements and outcomes through review, data and information sharing, measurements, development of local policies and plans, as required.
- Provide statistical and analytical recommendations through the monitoring of local and comparative housing statistics, monitoring of existing social and affordable housing stock and initiatives and reviewing external reports on housing issues, etc.
- Provide data gathering, measurements, analysis, evaluations, etc., through various statistical models/ databases as required.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- Undergraduate degree - four years or equivalent in public policy or related public administration.
- Over three years of related experience in public policy administration and human services, with social housing preferred.
- Experience with procedures development, research and related policy analysis.
- Comprehensive knowledge of the interrelationships between various levels of government, including Municipal/Provincial and Federal Housing Service Programmes and related legislation and requirements.



- Ability to recommend changes to established methods or procedures, such as providing recommendations for changes to systems and policies for social housing initiatives.
- Application of knowledge to analyze complex issues required.
- Ability to facilitate and engage with cross-sector functional groups.
- Well-developed written and verbal communication skills, including developing and delivering presentations.
- Working knowledge of Microsoft Office and database software.
- Knowledge of community agencies would be an asset.
- Valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

Pay Range: \$79,097.20 - \$92,237.60 (2026 Union Compensation Grid)

Benefits: Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.

Pension: As a non-full-time (NFT) employee of an OMERS employer, you are eligible to elect to join the OMERS Pension Plan at any time. Enrollment in OMERS is voluntary.

Medical Responsibility Time: Prorated and accrues at 1 day/month.

Vacation: Accrues to start at three weeks/annum; increases based on length of service.

Union Dues: Payable to CUPE Local 973 at a rate of 1.964% of gross earnings.

Parking: Provided; taxable benefit provisions apply.

Mileage: If applicable, as per CRA allowances.

Visit our website at careers.wellington.ca to apply.

The County of Wellington is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.