



TOWN OF GANDER
Policy and Research Analyst
Competition # TOG2026-012

The Town of Gander is currently accepting applications for a Permanent Full-Time Policy and Research Analyst position within the Governance and Legislative Services Department.

POSITION IDENTIFICATION

The Policy and Research Analyst provides professional administrative, legislative, policy, research, and records-management support to ensure the effective operation of the Town Clerk's Office. Reporting to the Town Clerk, the position supports municipal governance processes, statutory and regulatory compliance, Council and Committee operations, policy and bylaw development, access to information requests, and the management of official records.

The position conducts legislative and jurisdictional research, prepares clear and evidence-based information and recommendations, and assists with the coordination of governance, legislative, legal, election, and records-related matters. The incumbent must demonstrate strong organizational, research, writing, and communication skills and the ability to manage competing priorities, meet established deadlines, and handle confidential and sensitive information with discretion, sound judgment, and professionalism.

DUTIES & RESPONSIBILITIES

Prepares, drafts, formats, reviews, and maintains bylaws, policies, resolutions, contracts, reports, and other governance and legislative documents, ensuring accuracy, consistency, legislative compliance, and alignment with approved municipal standards; Conducts legislative, policy, and jurisdictional research to support policy development, bylaw modernization, statutory compliance, and legal or procedural matters, including municipal orders, tax sales, expropriations, land transactions, and related governance processes; Prepares clear, evidence-based reports, recommendations, options, and supporting analysis for the Town Clerk, senior administration, Council, and Committees, drawing on applicable legislation, best practices, comparable jurisdictions, and identified risks; Administers and maintains governance and legislative records, including official documents, standardized templates, registers, retention schedules, and document-control processes, and supports the effective use of electronic meeting and records-management systems; Coordinates Access to Information and Protection of Privacy requests, including intake, tracking, record gathering, preparation of recommended redactions, and drafting responses, with the Town Clerk or ATIPP Coordinator retaining final review and approval authority; Supports Council and Committee operations by reviewing agenda items, preparing reports and supporting documentation, assembling and distributing agendas, recording and finalizing minutes, and tracking decisions and action items; Assists with municipal elections, development agreements, land sales, policy and bylaw development, records management, and other statutory or governance responsibilities assigned through the Town Clerk's Office; When formally designated or assigned in accordance with applicable legislation and Council authority, may perform specified duties of the Town Clerk; Manages competing priorities with minimal supervision, meets established deadlines, maintains a high degree of accuracy, and protects confidential and sensitive information through sound judgment, discretion, and professionalism; Performs other related duties and responsibilities as required.

WORKING CONDITIONS

Manual dexterity is required to use desktop computer and peripherals; Overtime as required; Lifting or moving up to 20lbs may be required; Typically favourable in an office setting; Can be highly stressful.

EDUCATION & TRAINING

Diploma or degree in Public Administration, Business or Office Administration, Legal Studies, Records or Information Management, or a closely related field; Relevant experience in municipal administration, governance, legislative, policy, records, legal, or comparable public-sector support work; An equivalent combination of relevant education, training, and experience may be considered.

OTHER

Strong skills in writing, editing, research, and document preparation; Knowledge of municipal governance, legislative procedures, or public sector operations; Excellent organizational abilities and attention to detail; Proficiency in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, Teams); Ability to manage multiple priorities, work independently, and meet deadlines; A high level of professionalism, discretion, and judgment when handling confidential information; Experience with electronic meetings or records management systems is considered an asset; Applicants must hold a valid Class 5 Newfoundland and Labrador Driver's License; Ability to provide clear RCMP Criminal Record and Provincial Court Checks; The position requires the incumbent to be bondable.

SALARY: Non-Unionized position, 35 hours/week - \$64,733 - \$75,238

Interested and qualified applicants are invited to submit their **cover letter and resume** on or before Tuesday, August 4, 2026, to the attention of:

Human Resources

Town of Gander

100 Elizabeth Drive

Gander, NL, A1V 1G7

Email: humanresources@gander.ca

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.