



Policy and Research Officer

The Union of Municipalities of New Brunswick (UMNB) has an immediate opening for a Policy and Research Officer (PRO) to provide support to its municipal members. Reporting to the Executive Director, the PRO will lead policy and research that is important to the municipal sector. This could include municipal financing, public infrastructure, public safety, recreation, climate change/adaption and more.

The successful candidate should have a nose for detail and building data-focused solutions to municipal challenges. The ideal candidate has an interest in strengthening local governments and is passionate about working with community leaders to make a difference where they live. You possess a keen intellect and enjoy taking on challenges. You are a team player who likes working in a fast-paced environment and enjoy reading and researching complex initiatives.

What You'll do

As the Policy and Research Officer you will:

- Monitor changes to provincial and federal legislation that affect municipalities.
- Prepare position papers and briefing notes for the Executive Director, Board of Directors and staff.
- Develop submissions for the provincial and federal government that outlines UMNB and member priorities.
- Conduct research on issues of interest to municipalities.
- Provide support to the staff on funding applications.
- Maintain knowledge of municipal trends in other jurisdictions.
- Provide support to the resolutions committee in preparing background documentation for the annual meeting.
- Assist with the development of UMNB conferences and events.
- Other tasks as assigned by the Executive Director.
- Less than 10% of time travelling to stakeholder meetings.

What You'll Need

Our ideal candidate will possess the following:

- A university degree with a major in the social sciences (Political Science, Public Administration, Economics, Criminology, etc.). A combination of education and work experience may be considered.
- 3-5 years' experience in policy and research
- The ability to communicate in both official languages (Written, reading, and spoken)
- A strong understanding of the issues facing all levels of government.



- Knowledge of the structure and workings of the federal and provincial legislative processes.
- Understanding of the role and responsibilities of municipalities in New Brunswick and Canada
- Strong problem-resolution skills
- The ability to function independently or as part of a team.
- An ability to manage competing tasks and deliver projects in a timely manner.
- Advanced knowledge of Microsoft Office suite

Working with the UMNB

There are many advantages to working at the UMNB, including a generous health benefits program after a 6-month probationary period, a flexible work schedule, ongoing learning opportunities, and the ability to effect meaningful change in communities across our province.

Work Location

The successful candidate should be expected to work out of the UMNB office. A hybrid or remote option may be possible for the right candidate.

Salary range-\$50,000-\$60,000

If this sounds like you, then we would love to chat! Please send a cover letter and resume to HR-RH@umnbc.ca with the subject line Policy and Research Officer