



Policy Analyst Position at WDBA

Company Profile

Windsor-Detroit Bridge Authority (WDBA) offers a unique opportunity to work on the largest bi-national infrastructure project in North America today – the Gordie Howe International Bridge. Join our team and gain extensive career experience working closely with professionals in the specialization of engineering, finance, legal and communications. Many of our roles will support the operation of the bridge for the years ahead, following the current construction stage of the project.

WDBA is a Canadian Crown corporation created to deliver the Gordie Howe International Bridge project between Windsor, ON and Detroit, MI through a public-private partnership (P3). WDBA is responsible for overseeing and managing the construction and operation of the Gordie Howe International Bridge project which will be a legacy landmark that connects nations, economies and cultures. ***Find out more about the incentives our company has to offer below.***

Now is the time to make your mark on this legacy project.

About this Opportunity

At WDBA, we value our people and their contributions in an environment of trust, support and dedication. This position supports the Director, Policy and Government Relations and Manager, Government Relations through the provision of policy, strategic direction and issues management research, analysis and advice regarding salient policy and/or legislation with the potential to impact on, or are related to WDBA's mandate, key stakeholder relationships, shareholder relations or reputation. The incumbent is comfortable and adept at working with and through time-sensitive, complex, sensitive matters relating to government in Ontario and Michigan and Canada and the US.

As a member of the Corporate Affairs and External Relations team, the incumbent ensures awareness of public policy matters and is expected to understand priorities and trends across all orders of government and interpret and complete timely analysis and briefing materials supporting WDBA's local, provincial, state-wide, national, and international presence. The incumbent is a proactive self-starter who identifies issues and opportunities to manage reputation and support the mandate of project delivery.

Position Requirements

- A university degree from a recognized university with acceptable specialization in business administration, policy, political science, sociology, public administration, or social sciences research methods.
- Must have/can obtain security clearance by the Government of Canada - Secret Level
- Minimum of 2-3 years experience public policy research or similar research experience
- Demonstrated experience in developing and presenting policy advice to senior management (both written and oral)
- Demonstrated experience in conducting research, analysis, and the development of policy options on complex and sensitive issues
- Demonstrated experience developing a variety of written materials (e.g., briefing notes, policy analysis, options papers, and/or presentations)
- Demonstrated experience collaborating with partners and/or project teams
- Demonstrated experience working with provincial/state and/or federal Canadian and/or US government, considered an asset
- Ability to effectively and efficiently organize time and work to accomplish objectives
- Ability to build and maintain effective working relationships with others to achieve organizational goals
- Ability to multi-task, organize and work effectively ensuring timely delivery on deadlines and deliverables



- Ability to understand and communicate on issues (both written and oral) related to a broad range of disciplines to effectively address policy issues in diverse research fields
- Thoroughness and attention to detail
- Flexibility, tact, judgment, and integrity
- Dependability and reliability
- Intermediate knowledge of MS Word, Intermediate PowerPoint, Intermediate Excel
- Knowledge of Canadian and International Government Processes
- Demonstrable research and analytical skills
- Good writing and proofreading skills
- Ability to obtain a [Government of Canada Personnel Screening/Security Clearance](#)
- Ability to travel within Ontario and Michigan
- Hours of work may include evenings and weekends

Working at WDBA

Our work offers a perfect balance of reward and challenge. Here are some of the amazing advantages of being part of our team:

- Work with dedicated and collaborative colleagues on a once-in-a-generation project.
- Receive full-time employment with competitive compensation packages.
- Have the opportunity for ample growth and development, including paid training options.
- Be rewarded for being a high performer through our employee performance review program.
- Join one of our many employee-led committees, including supporting the continued development of diversity, equity and inclusion within the workplace.
- Enjoy a comprehensive health and dental package starting on your first day, including short-term and long-term disability benefits.
- Be part of a defined contribution pension plan offered with up to 9% employee/employer match.
- Discuss with your manager hybrid and flexible work options available, including a mixed remote and in-office work environment and flex-scheduling.
- Take advantage of our extensive paid time-off benefits (vacation, personal days, volunteer day, and paid statutory holidays).
- Learn how we support “disengagement” as part of our corporate culture to achieve work-life balance.
- Engage directly with our passionate and experienced leadership team.

How to Apply

Qualified applicants may email their resume to recruitment@wdbridge.com up to and including June 8, 2023. **Please quote file #WDBA-242.** Resumes must be submitted electronically and are only accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

This is a general position summary for a role vacancy at WDBA. A formalized job description or position outline is used to determine that the hiring goals and requirements for each WDBA position are achieved through a standard competition. The full position outline is provided to candidates selected to participate in the interview process and is to be accepted at the time of hire.



WDBA values talent and diversity as cornerstones of our success and is committed to creating a diverse and inclusive workforce that is reflective of our community and country. To support this commitment, we encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.