



PROVINCIAL COORDINATOR, PUBLIC POLICY ANALYST

Full Time Permanent

ABOUT THE POSITION

Working within the Advocacy and Education department, the Provincial Coordinator, Public Policy Analyst plays a key role in supporting the policy, advocacy and government relations work of the Society through the monitoring and analysis of policy as it relates to dementia in British Columbia, Canada, and internationally, consulting with Society audiences on public policy matters, and developing public positions on behalf of the Society.

ABOUT YOU

You possess a Graduate degree in related post-secondary field (public policy, government relations, political science, public health, gerontology, or equivalent) as well as 3-5 years relevant experience.

- Proven ability to conduct background research and analysis in policy.
- Knowledge of British Columbia's health care system and provincial government considered an asset.
- Familiarity with Alzheimer's disease and other dementias considered an asset.

TECHNICAL COMPETENCIES

- In-depth knowledge of the development, analysis, revision and implementation of policies, procedures, guideline, programs and legislation.
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programs.
- Superior verbal and written communication skills, with the ability to deliver presentations with tact, clarity, enthusiasm and accuracy to widely varied audiences.
- A high level of initiative and self-motivation.
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Department, and for functioning effectively on inter-departmental and multi-sectoral committees and working groups.
- Familiarity with acts, policies and legislation governing the operation of political bodies such as the Legislative Assembly, the Standing Committees, and the Cabinet.
- Knowledge of government processes, including policy development, financial planning, public consultation and basic theories, principles and methods of analysis.
- Familiarity with methods to gather and analyze feedback or data to inform the Society's policy work e.g. facilitating focus groups or use of tools such as Survey Monkey
- Ability to act as a resource person for other Department staff in their research, communication, implementation, coordination and evaluation activities
- Experience with issue monitoring, research and information gathering. Knowledge of issues relating to dementia considered an asset.
- Excellent interpersonal and oral communications skills, including a strong ability to establish rapport and credibility with all stakeholders.
- Proficiency in MS Office, including Word, Excel and Outlook.
- Experience with Raiser's Edge/NXT considered an asset.

RESPONSIBILITIES/ACCOUNTABILITIES

- Identify emerging provincial, national and international policy issues related to dementia and conduct research, consultation and analysis.
- Identify obstacles or gaps in legislation and/or public policies and programs and provide recommendations to advance the interests of people living with dementia and their caregivers.
- Develop position documents, briefing notes, and key messages, on policy issues related to dementia.
- Monitor issues and events impacting people living with dementia e.g. health and wellness, housing, climate change etc. and conduct relevant research and analysis, including the ethical implications of policy changes where appropriate.
- Engage and consult with individuals living with dementia at all stages of the Society's policy work.
- Working with the Provincial Coordinator, Advocacy and Government Relations, develops Society's public positions in response to legislative and policy changes or positions released by key stakeholders.
- Creates timely communications highlighting events, emerging issues and legislative changes to share with Society staff, stakeholders and partners.
- Works with the Provincial Coordinator Government Relations and Advocacy to advocate our policy positions in different forums.
- Build and develop partnerships and relationships both internally and externally to inform and further the Society's strategic objectives.
- Tracks milestones and progress of policy work.
- Represent the Society on advisory committees, consultations, working groups, and other engagement opportunities.
- Other duties as required to meet the needs of the role in relation to departmental goals.

CORE COMPETENCIES

Thinking:

Innovation; Generating novel and creative solutions to problems that will result in improved performance, better outcomes, high productivity, etc.

Decisive Judgment; Making good decisions in a timely and confident manner

Adapting to Change; Adapting to changing situations and restructuring tasks and priorities as changes occur within the business and organization

Working:

Planning and Organizing; Effectively organizing and planning work according to organizational needs by defining objectives and anticipating needs and priorities

Delivering Results; Maintaining a high level of commitment to personally getting things done

Continuous Improvement; Seeking opportunities to improve current processes, systems and methods to promote reliability, quality and efficiency of output

Customer Service; Recognizing and understanding customers' needs and delivering in a manner that exceeds customers' expectations

Resilience; Effectively dealing with work related problems, pressure and stress in a professional and positive manner

Relating:

Teamwork and Collaboration; Effectively working and collaborating with others toward a common goal

Influencing and Persuading; Convincing others to adopt a course of action

Motivating Others: Inspiring others to perform well by actively conveying enthusiasm and a passion for doing a good job

Relationship Management; Developing and maintaining positive relationships with individuals outside their work group

Negotiation: Identifying the needs and motives of both parties involved and working toward mutually beneficial agreements

Interpersonal Communications; Communicating clearly and effectively with people inside and outside of the organization

ABOUT US

The Alzheimer Society of B.C. is the leading charity in supporting people who are living with dementia, their caregivers and families. While we're working toward a future without dementia, until that day comes, we are working to ensure that people affected by dementia get the support they need to live the best life possible.

We offer a flexible, hybrid work environment, including opportunities for a nine-day fortnight. We also offer:

- Excellent employee benefits package, including a Health and Wellness spending account.
- Competitive salary range of \$59,800 to \$74,700.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Professional Development opportunities.
- Generous leave provisions (4 weeks vacation, personal days, etc.).
- 13 paid statutory holidays a year.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported, and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

EMAIL (Only PDF or Word documents are accepted)
your resume and a cover letter that details how your
experience and qualifications match this opportunity.

Interested candidates are encouraged to apply as
soon as possible. The position will remain open until
filled. Thank you.

Thank you for your interest in the work of the
Society. Please note only applicants who are
selected for an interview will be contacted directly.

To find out more about the Alzheimer Society of
B.C., our work, mission and programs, and First
Link®, visit: www.alzheimerbc.org

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The Standards Program
Trustmark is a mark of
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