



NON-CONTRACT ROLE DESCRIPTION

JD5463

ROLE TITLE:	Senior Policy Lead	ROLE DESCRIPTION NO.:	5463
DEPARTMENT:	Population and Public Health	HEABC REFERENCE NO.:	18721716
REPORTING TO:	Manager or designate	HSCIS CODE:	03099
CLASSIFICATION:	NCEM/Range 8A	JOB CODE:	91614

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager, Strategic Initiatives, the Senior Policy Lead provides regional leadership on policy advocacy, analysis, and monitoring to support the advancement and impact of health promotion work across the Island Health region. Working closely with Medical Health Officers, Directors and staff of the Office of the Chief Medical Health Officer (CMHO) and Vice President (VP), this role is responsible for leading the co-creation, implementation, monitoring, and reporting of Regional Healthy Public Policy initiatives. At the direction of Medical Health Officers, the Executive Director of Population Health, or the Manager, Strategic Initiatives, the Senior Policy Lead provides expertise in thematic areas of core concern to public health, and seeks to influence the development, mobilization, and adoption of healthy public policy within and through key sectors and settings across the Island Health region. These include but are not limited to: government, non-governmental organizations, private sector, schools and other early childhood environments, and other sectors and settings as identified.

DUTIES AND RESPONSIBILITIES:

1. Working closely with the MHOs, Public Health Assessment Unit and other staff in Office of the CMHO and VP, HPP Leads are expected to build and maintain in-depth knowledge of municipal and regional policy making processes, as well as senior government policymaking as it pertains to population health and are called on by senior leadership and staff for their familiarity with the key policy areas and policy influencing actors both in the region and at the provincial and national scales (non-profits, NGOs, industry association, advocacy organizations, etc).
2. Supported by other key staff in the Office of the CMHO and VP, monitor policy discourse and key legislative processes as they pertain to regional districts and other regional governance, school districts, and municipalities, and provide guidance and support to MHOs, Directors, Community Coordinators and other staff on the work of relevant senior government ministries, crown corporations, and agencies whose policies have bearing on the health of populations and be of relevance to local communities.
3. Stay informed and provide strategic briefings to MHOs and/or the Executive Director of Population Health on the status of various policy sub-systems, potential windows of opportunity, network actor mapping and potential policy interventions for consideration and/or problematic or potentially concerning policies being considered by policymakers.
4. Lead policy monitoring activities within the Office of the CMHO and VP relating to thematic areas, sectors and settings as assigned.
5. In collaboration with the Public Health Assessment Unit and other staff in the Office of the CMHO and VP, prepares information, presentations and reports relating to the determinants of health and other population health issues and trends.

6. At the direction of the Manager of Healthy Public Policy or Executive Director of Population Health, this position may liaise with legislative and regulatory bodies, and is expected to maintain close working relationships with contacts in all levels of governments, but especially local and regional governments, as well as non-profit and non-governmental agencies to support implementation of system policies affecting population health trends in the region and influence policy trajectories.
7. Leads, develops and promotes the provision of strategic policy research and other supports in service of policy development and decision making, drawing on resources within the Office of the CMHO and VP to inform evidence-based decision making. Develops and coordinates research and evaluation activities to assess impacts of policies and programs on population and public health.
8. Develop and maintain effective collaborative relationships with expert knowledge holders in academia, NGOs, think tanks, institutes and other organizations and engage in partnership driven research to support the health promotion and healthy public policy aims of the Office of the CMHO and VP.
9. Advise senior leaders both internal and external to Island Health on international and local best practices and methodologies to address complex health issues facing populations in communities and regions.
10. Develop and maintain collaborative relationships with relevant policy actors and key contacts in assigned sectors such as local and regional governments, education, non-profit, early childhood environments, private sector, post-secondary, etc.
11. Develop, facilitate and coordinate opportunities within the Office of the CMHO and VP and with external partners for knowledge exchange and sharing of research related to population and public health with a focus on upstream interventions and shaping the determinants of health.
12. Maintain in-depth understanding of the local epidemiology, intervention evidence and policy opportunities for assigned determinants of health portfolio.
13. Create, implement, monitor and report on the progress of Healthy Public Policy initiatives in the Office of the CMHO and VP developing detailed project charters, terms of reference, methodologies and plans for assigned policy research and policy development, advocacy initiatives and strategic planning projects, including: establishment of project goals, objectives, timelines and deliverables, in consultation with stakeholders as needed, and facilitating stakeholder support and overall project readiness.
14. Lead and facilitate multi-sectoral initiatives and actions with internal and external stakeholders, including but not limited to: Island Health staff, other health partners, other levels of government, the non-profit sector, business, research partners, post-secondary institutions and civil society organizations concerned with influencing the determinants of health and responding to health and social development issues in across the region and in specific communities as requested utilizing initiative, vision, leadership, innovative thinking and creative problem-solving strategies to implement project plans and realize project completion.
15. Utilize effective facilitation, persuasion and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes with internal and external stakeholders, including Municipal and Provincial government.
16. Maintain ongoing support for initiatives from project sponsors, user groups and other key stakeholders; keeps stakeholders aware of project status; and ensures effective communication channels are in place.
17. In close collaboration with staff in the Office of the CMHO and VP, provide leadership and guidance for health policy research and policy development, advocacy initiatives, and strategic planning as assigned, including: research scoping, framing, outreach and stakeholder engagement, communication of findings, and creation of reports and presentation materials.
18. Carry out responsibilities in accordance with health and safety requirements.
19. Perform other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Master's Degree in Public Policy, Public Health, Public Administration, Law, Planning, Urban Health or another relevant field with five (5) to seven (7) year's recent, related experience that includes managing large-scale projects (including policy research development, advocacy initiative and strategic planning and deployment projects) and

facilitating and managing consultation processes with a wide range of stakeholder groups. Current registration with relevant professional College/Association, if applicable. Excellent communication skills to function within a complex interdisciplinary environment including ability to communicate with senior members of government including federal, provincial and municipal. Computer literacy with word-processing, spreadsheet, presentation, project management and database applications.

Skills And Abilities

ROLE SPECIFIC EXPERTISE:

- Demonstrated strong knowledge, skills and experience in public policy development, applied strategic research methodologies, and affecting social change and organizational change.
- Demonstrated broad knowledge of population health, social, environmental, and behavioural determinants of health.
- Demonstrated applied knowledge of social, economic, political and health trends and statistics.
- Demonstrated knowledge of urban, rural and regional planning and policymaking processes, urban politics, advocacy and activism.
- Demonstrated current and up-to-date knowledge of policies, programs, funding streams, capacity building opportunities, community and industry interventions, events, campaigns and other relevant considerations as related to population health.
- Considerable experience leading and coordinating working groups and steering and advisory committees, which may include senior internal and external stakeholders, senior personnel from other departments, dedicated project team staff and consultants, in the development, implementation and monitoring of strategic initiatives.
- Demonstrated ability to conduct rapid policy reviews, memos, and other internal communication materials.
- Demonstrated ability to lead strategic efforts, manage conflict, and to exercise a high degree of judgment and independence toward delivery of outcomes.
- Demonstrates comprehensive knowledge, skills and experience in project management principles and methodologies, including the ability to set and adapt to changing priorities in a complex, fast paced work environment, and ability to coach other team members on these skills.
- Demonstrates thorough understanding, and experience engaging, available resources for projects and relevant stakeholder groups.
- Demonstrated ability to utilize initiative, vision, independent thinking and creative problem-solving abilities to implement project plans and realize project completion.
- Demonstrated ability to provide strong feedback and detailed analysis on project processes, and make recommendations as required.
- Demonstrated ability to utilize effective facilitation, persuasion and negotiation abilities to achieve consensus, resolve conflict and achieve desired outcomes.
- Works effectively under time pressure to meet deadlines, balance work priorities, and resolve problems to achieve deliverables and outcomes in a timely manner.
- Physical ability to perform the duties of the position.