



Canadian Mental
Health Association
British Columbia
Mental health for all

CMHA BC Division
905-1130 West Pender Street
Vancouver, BC, V6E 4A4
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www.cmha.bc.ca

Job Opportunity Director of Policy

Founded in 1918, the Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health, CMHA promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness.

ABOUT THE JOB

Canadian Mental Health Association BC Division is looking for a Director of Policy to provide organizational and departmental leadership to strengthen and support the policy and advocacy work of CMHA BC. Reporting to the CEO, the Director of Policy oversees the design and execution of research, advocacy and communication that will impact public policy in BC. The Director of Policy will be responsible to provide policy research and organizational strategy leadership, departmental operations management and will direct the development and implementation of knowledge translation plan as part of the department's multi-year policy plan. The end goal of all CMHA BC's policy work is to better support the mental wellness and dignity of people, so that everyone in BC has an equal opportunity to achieve their best mental health.

DUTIES AND RESPONSIBILITIES

Policy Research and Organizational Strategy Leadership

- Develops a multi-year organizational policy plan and identifies priorities for the policy department, Implements the multi-year policy plan and evaluates its success,
- Directs interdisciplinary research and the development of knowledge translation products like briefing notes, reports, or literature reviews based on that research,
- Monitors public, political and legislative developments that may impact the department's work,
- Directs the department's design, coordination and execution of qualitative research activities and ensures they confirm to ethics and community-based research standards,
- Ensures the centering of lived and living experience in all the department's work,
- Ensures that all the department's work aligns with the organization's commitment to reconciliation with Indigenous people and its Diversity Lens,
- Acts as liaison between CMHA branches in BC and the policy department to ensure local community input into the department's work,
- Responds to organization requests to the department such as content for the annual report, website content, and updates for staff meetings, for the CEO and/or Board and other requirements.

Departmental Operations

- Develops the annual departmental budget, monitors departmental spending against the budget, and makes changes as needed as a result of any variances,
- Monitors all departmental contracts and ensures contractual performance (CEO holds authority for signing contracts),
- Approves departmental expenditures within the approved department budget;
- Seeks out new sources of funding to support the department's work, drafts funding applications, communicates with funders, and tracks and responds to funder reporting requirements,
- Recruits , interviews, selects and terminates department staff
- Represents the department at the organizational leadership table,
- Supervises and supports department staff by providing regular and consistent direction, input and feedback.

Knowledge Translation and Communications

- Acts as policy department liaison to communications and fundraising staff in order to shape and strengthen external communication related to the department's work,
- Directs the co-development of advocacy and public engagement campaigns in partnership with the communications staff when the subject matter is rooted in the policy department's work,
- Directs the development and implementation of an external knowledge translation plan as part of the department's multi-year policy plan.
- Presents on the department's work on behalf of CMHA BC when authorized to do so by the CEO.
- Supports the CEO in communications related to the department's work for the Board, branches or other stakeholders.

ABOUT YOU

Education

- Master's degree in social policy, public policy, in a related field, and/or equivalent experience that demonstrates:
- 5 or more years of designing and carrying out research, including qualitative community research that conforms with accepted ethical standards and research based on multi-stakeholder interests and/or principles of co-design,
- 5 years of project management experience, including projects with various stakeholders,
- Experience carrying out research that will be translated for a variety of diverse audiences,
- Demonstrated knowledge of the mental health and substance use sectors, social determinants of health, and health equity principles,
- Experience engaging and supporting people with lived or living experience of mental health or substance use-related health issues, including knowledge of best practices in peer employment

Knowledge, Skills and Abilities

- Strong written skills evidenced by experience drafting complex documents that convey research results and policy recommendations using clear and impactful writing,
- Strong oral communications skills evidenced by experience presenting policy and research to broad audiences, ranging from the public, to government decision-makers, to academics, to people with lived and living experience impacted by the specific subject matter of the presentation,
- Ability to develop and maintain strong relationships with stakeholders,
- Strong project and administrative management skills; highly organized and systematic,
- Experience working in the non-profit sector,
- Demonstrated commitment to research and service co-design and empowering people with lived or living experience,
- High degree of professionalism.

WORKING CONDITIONS:

- This position is located at CMHA BC Division office in downtown Vancouver. Due to COVID-19, if the office remains closed, the work will be completed remotely.
- The Director of Policy is an excluded role subject to the compensation reference plan of Health Employers Association of BC.
- This is a permanent full time position with a start date of October 1, 2020.

HOW TO APPLY:

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to cmha.careers@cmha.bc.ca by 5pm on September 25, 2020.

We are an employer who values diversity and encourages applications from women, people of all sexual orientations and gender identities, persons with disabilities, members of visible minorities, and Indigenous people. Please do not hesitate to self-identify in your application if you feel comfortable doing so.