

## Career Opportunity Policy Analyst

### ABOUT THE JOB

Canadian Mental Health Association is looking for a Policy Analyst to support the public policy and advocacy work of CMHA BC Division. Reporting to the Director of Policy, the Policy Analyst uses research, communication and project management skills to creatively strengthen CMHA's voice on provincial public policy issues, with the end goal of better supporting the mental wellness and dignity of people in BC. The incumbent will have knowledge of mental health and substance use services in BC, the social determinants of mental health and principles of equity, and will have experience with knowledge exchange and translation.

### DUTIES and RESPONSIBILITIES

#### Project management

- Develop timelines and work plans on assigned projects, in collaboration with Director.
- Plan and implement assigned project activities on time and within budget.
- Provide day to day direction and support to contractors on assigned projects.
- Engage stakeholders to consult or report on project progress and outcomes.

#### Research

- Carry out inter-disciplinary research, both quantitative and qualitative, to develop literature reviews, briefing notes, environmental/ jurisdictional scans, and other deliverables as appropriate.
- Co-design, coordinate and observe or co-facilitate (as needed and appropriate) qualitative research activities, ensuring they conform to ethics and community-based research standards.
- Co-develop plans for assigned policy work that are rooted in community needs, external expertise, and the perspectives of People with Lived and Living Experience.
- Maintain principles of reconciliation, decolonization, and equity in all assigned research.
- Contribute research and editorial support to organizational policy position papers, government submissions, and other policy-related deliverables.

#### Knowledge exchange and translation

- Draft policy content for external policy-related documents, digital communication tools, and social media, in collaboration with Communications Staff.
- Support Communications Staff to ensure all external messaging and communications aligns with policy positions and relevant policy landscape.
- Manage webinars and other knowledge exchange events to communicate CMHA BC's policy work and support improved public policy in BC.
- Facilitate CMHA branch knowledge exchange on issues related to assigned policy projects, in consultation with the Director and CEO.

- Present research findings, reports and supporting documents on policy initiatives at conferences and other public forums.

## **QUALIFICATIONS**

### **Experience/training**

- A minimum one year working on inter-disciplinary or community-based research undertakings, preferably in relation to public policy, but other related experiences will be considered,
- A university degree, preferably related in some way to public policy, community-based research, social determinants of health, or mental health and substance use,
- Experience with and/or knowledge of reconciliation, decolonization and equity principles, particularly as they relate to health,
- Project management training will be considered an asset.
- Knowledge translation, knowledge exchange and strategic communications experience will be considered an asset.
- Experience ethically gathering and utilizing both quantitative and qualitative data will be considered an asset, as will experience with participatory action research,
- Experience in a strategic non-profit setting will also be valued,
- Personal experience with mental health or substance use-related problems or systems will also be considered an asset.

### **Skills**

- Excellent research skills, organization, and attention to detail,
- Strong written and oral communication skills,
- Strong analytical and critical thinking skills,
- Sound judgment in terms of navigating multiple diverse stakeholder perspectives and sensitive relationships,
- Capacity to juggle multiple demands with varying deadlines,
- Ability and confidence to work in a self-directed manner,
- Fast and eager learner of new ideas and perspectives,
- Willingness to think creatively about research and policy work.

## **WORKING CONDITIONS**

- The position is 37.5 hours per week, primarily during regular office business hours and it requires occasional flexibility to travel.
- The position offers the potential for a flexible working schedule, including working remotely depending on program needs.
- The Policy Analyst is a unionized position under the Health Science Professionals Bargaining Association Collective Agreement. The position is at Grid Level 8 and the hourly rate as determined by the HSPBA Wage Grid is \$31.36 per hour.
- Performance will be reviewed by the Director of Policy.

## 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](mailto:cmha.careers@cmha.bc.ca) by 5 p.m. November 30, 2020. We regret that only short-listed candidates will be contacted to schedule an interview.

## ABOUT US

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 and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

***We are an equity employer and encourage applications from persons with disabilities; Black, Indigenous or people of colour; people of all sexual orientations and gender identities, and others who may contribute to our diversity.***