

JOB POSTING

Manager, Public Policy – Maternity Leave Coverage

The Canadian Mental Health Association in BC has a provincial office and a network of 14 branches that deliver high quality community-based services and supports in over 100 communities to over 100,000 people per year living with a range of mental health and substance use problems across the province.

At the core of our work is a strong focus on public policy and advocacy. Through high-quality research, analysis, and writing, we strive toward mental health for all through our community-based research projects, policy publications, and community engagement efforts. Our public policy department seeks to influence legislation, regulations, and/or policies at primarily the provincial level.

Reporting to the Senior Director, Policy, Planning, and Research, this position is integral to the Association's strategic priority to strengthen our collective voice. Influencing systems change is challenging work – we are seeking someone who has a passion for policy and advocacy, understands the complexities of mental health and substance use problems, enjoys the responsibilities of managing multiple projects, and who can thrive in a fast-moving and vision-driven work environment.

What does this role involve?

The Public Policy Manager is responsible for implementing our three-year public policy plan and managing a series of community-based public policy projects. In collaboration with senior staff, the person in this role helps to plan and facilitate the development of CMHA BC Division public policy positions drawing upon the latest available evidence and literature. The Manager has responsibility for the recruitment, oversight, and supervision of at least one public policy researcher/analyst.

The position has a range of specific responsibilities:

- In collaboration with the supervisor, implement a multi-year public policy plan addressing a range of priorities. Some of our current priorities include addressing disparities between physical and mental health in the health system, influencing policy and practice linked to income and housing, working to support Indigenous communities in improving mental health.
- Act as a project manager for all aspects of our suite of community-based policy projects. This includes relevant liaison with project sponsors and stakeholders, resourcing and facilitating committee and taskforce meetings, and ensuring project timelines are met.
- Manage all aspects of project budgets, monitoring progress and expenditures, and recommending corrective action when necessary. The Manager has responsibility for identifying potential external funding sources and collaborating with the Senior Director in developing funding proposals.
- Engage with the CMHA branch network, and individuals with direct and/or indirect experience of mental health and substance problems.
- Conduct high-quality research and analysis, sometimes using quantitative or qualitative methods, to be disseminated in written reports, verbal presentations, and CMHA BC Division publications and other communication materials.
- Support and promote the fundraising activities of the Association
- Fulfill other duties as assigned by the Senior Director or CEO.

We are looking for someone with:

- A graduate degree in social policy, public policy, administration, or related field.
- At least five years of relevant experience in the areas of project management, policy research, and analysis.
- Experience supervising staff.
- Extensive knowledge of mental health, substance use, and addictive behaviours systems and policies.
- Strong knowledge of the non-profit sector, public, and private sectors.
- A strong interest in policy research and analysis related to mental health, substance use, and other addictive behaviours.
- Personal experience with mental health or addiction issues and services, through self or loved ones, is an asset in this role

The following skills are required for this position:

- Superior written and oral communication skills for engaging at all levels of CMHA, and with external stakeholders including people with direct experience of mental health and substance use problems, government representatives, and other stakeholders.
- Strong skills in research, analysis, and writing with an ability to develop publication drafts at a level of high quality.
- Self-motivation skills with a proven track record of managing multiple projects, competing priorities, time pressures, with the ability to recommend corrective action when required.
- Excellent decision-making, judgment, and diplomacy skills.

Working Conditions:

- This is a temporary full-time maternity leave coverage position subject to extension and based on funding.
- The position offers a competitive salary and benefits package contingent on qualifications and experience.
- The current work location is CMHA BC Division offices in downtown Vancouver.
- The usual workweek is 37.5 hours.
- This is a management position and is not subject to regular overtime policies. Work is performed based on the demands of the job, which includes weekends and evenings.
- Some local and provincial travel will be required.

Application Process:

We will consider applications from interested candidates who submit a resume and cover letter describing how you meet the qualifications outlined above. **Please submit in PDF format no later than 5:00pm on February 3rd, 2017 to human.resources@cmha.bc.ca**

We regret that only short-listed candidates will be contacted to schedule an interview.

CMHA BC is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the Association.