

Career 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 systemic advocacy work of CMHA BC. Reporting to the CEO, the Director of Public Policy oversees the design and execution of research, advocacy and communication that will impact mental health and substance use related public policy in BC. 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.

General Responsibilities

- Policy research and organizational strategy leadership
- Knowledge translation and communications coordination
- Program development, implementation, and evaluation
- Departmental operations

Specific Responsibilities

Policy Research and Organizational Strategy Leadership

- Develops a multi-year organizational policy plan and identifies priorities for the policy department aligned with the agency's new strategic plan.
- Implements the multi-year policy plan and evaluates its success.
- Directs interdisciplinary research and the development of knowledge translation products such as 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 quantitative and 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 Diversity Lens and commitments to truth and reconciliation with Indigenous peoples.

- 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.

Knowledge Translation and Communications

- Acts as policy department liaison to communications and fundraising staff 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.

Program Development, Implementation and Evaluation (e.g., Peer Assisted Crisis Teams)

- Leads community consultations and co-development of local program models where appropriate.
- Oversees implementation of program by CMHA branches or selected community agencies.
- Leads the design and development of program standards, data collection and evaluation tools.
- Trains staff on different aspects of evaluation.
- Works with external evaluators and staff to conduct routine analysis on program process and outcome data
- Identifies program improvement working closely with program staff at CMHA branches and community agencies to facilitate ongoing process of design, implementation, and revision.
- Composes written reports and presentations related to development and evaluation process and findings.
- Facilitates knowledge sharing between CMHA branches and community agencies operating the program for the purposes of program improvement.
- Works with municipal and provincial government stakeholders to address legislative and fiscal considerations for provincial program expansion.

Departmental Operations

- Develops the annual departmental budget, monitors departmental spending against the budget, and makes changes as needed because 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.
- Maintains ethics and principles of co-production within the department.

Qualifications

Education

- Master's degree in social policy, public policy, a related field, and/or equivalent experience that demonstrates:
 - 5 or more years of designing and carrying out participatory action research, including qualitative research that conforms with accepted ethical standards and principles of co-design.
 - 5 years of project management experience, including projects with diverse 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, supporting, and partnering with people with lived or living experience of mental health or substance use-related health issues, including knowledge of best practices for peer employment and co-production.

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 and partnering with people with lived or living experience.
- High degree of professionalism.

Working conditions

- The position is 37.5 hours per week, primarily during regular office business hours, though there will be a need to work out of regular office business hours to attend key meetings like Board briefings.
- The position can be based out of the Vancouver or Victoria office and offers the potential for a flexible working arrangement, including working remotely depending on project needs.
- The position requires occasional flexibility to travel provincially.
- Performance will be reviewed annually by the CEO.
- Salary ranges from \$73,000 - \$105,000 depending on education and experience.

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 February 11, 2022.

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.