

## Career Opportunity

### Senior Policy Advisor

#### ABOUT THE JOB

Canadian Mental Health Association BC Division (CMHA BC) is looking for a Senior Policy Advisor to strengthen and support the policy and systemic advocacy work of CMHA BC. Reporting to and as directed by the Director of Policy, the Senior Policy Advisor provides significant leadership in the design and execution of research, policy advocacy and communications that will impact public policy in BC.

The Policy Department is responsible for undertaking research and engagement initiatives and projects that support CMHA BC's policy advocacy on mental health and substance use in BC. This policy advocacy is undertaken in a variety of ways through external communications (e.g., campaigns), government relations, collaboration across BC Division departments, and through relationships with the CMHA Federation, which includes CMHA National and 14 branches across BC. The Policy Department also supports other BC Division departments and branches in providing policy advice, guidance and support on CMHA programs and services. In its work, the Policy Department is committed to meaningful co-production with people with lived and living experience and embodies this commitment by having a team of Peer Researchers who make significant contributions to the Policy Department's research and advocacy work. The Senior Policy Advisor will oversee Peer Researchers in all areas including hiring, providing direction, support and mentorship, as well as performance management up to and including termination.

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 leadership
- Project management
- Knowledge translation and communications

#### Specific Responsibilities

The duties and responsibilities associated with this position are described below. As this is a new position, the nature and scope of responsibilities may be modified over time.

##### Policy Research Leadership

- Leads and carries out inter-disciplinary research and the development of knowledge translation products like briefing notes, reports, or literature reviews based on that research;
- Leads the department's design, coordination and execution of qualitative and quantitative research activities and ensures they conform to ethical, culturally-safe and community-based research standards;
- Responds to organization requests to the department such as content for the annual report, website content, updates for staff meetings and other requirements;
- Develops organizational policy position papers, government submissions, and other policy-related deliverables;
- Supports the Director of Policy in the development, implementation and evaluation of a multi-year organizational policy plan;

- Ensures ongoing principles and practices of ethical co-production are applied within the policy department,
- Ensures the centering of lived and living experience in all the department's work; and
- Ensures that all the department's work aligns with the organization's commitment to diversity, equity and inclusion, and reconciliation with Indigenous peoples.

### **Project Management**

- Develops timelines and work plans on assigned projects, in collaboration with Director and policy team;
- Plans and implements projects and project activities on time and within budget;
- Provides day-to-day direction and support to policy department staff, as well as contractors, on assigned projects; and
- Engages stakeholders to consult or report on project progress and outcomes.

### **Knowledge Translation and Communications**

- Drafts policy content for external policy-related documents, digital communication tools, and social media, in collaboration with communications staff;
- Liaises with communications and fundraising staff in order to shape and strengthen external communication related to the department's work, in collaboration with the Director of Policy;
- Co-develops advocacy and public engagement campaigns in partnership with the communications staff when the subject matter is rooted in the policy department's work;
- Manages webinars and other knowledge exchange events to communicate CMHA BC's policy work and support improved public policy in BC;
- Presents research findings, reports and supporting documents on policy initiatives at conferences and other public forums; and
- Facilitates CMHA branch knowledge exchange on issues related to assigned policy projects, in consultation with the Director of Policy.

### **Human Resources**

In collaboration with the Director of Policy, the Senior Policy Advisor will supervise three Peer Researchers (part-time and casual) and one Policy Analyst (full-time), including:

- Recruit, hire, onboard;
- Providing regular and consistent direction, input, feedback, support and mentorship;
- Undertaking performance reviews;
- Facilitating training and capacity bridging opportunities for department staff; and
- Performance management up to and including termination

## **Qualifications**

### **Education and Experience**

- Master's degree, preferably related to public policy, community-based research, social determinants of health, or mental health and substance use;
- Three to five years of designing and carrying out participatory action research, including qualitative research or engagement that conforms with accepted ethical standards, principles of co-design and culturally safe practices;
- Three to five 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; and
- 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 co-production with peers.
- An equivalent combination of education and experience may be considered by the employer.
- Assets include:

- Experience working in the non-profit sector and/or unionized work environment; and
- Experience mentoring and/or supervising staff.

**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 with strong attention to detail;
- Demonstrated commitment to empowering and partnering with people with lived or living experience on research and service co-design; and
- Demonstrated understanding of and a commitment to decolonizing and combatting intersectional oppression on the basis of Indigeneity, race, place of origin, immigration status, ability, sex, sexual orientation, gender, gender identity, family status, and socio-economic status.

**Working conditions**

- The position is 37.5 hours per week, primarily during regular office business hours, though there may be a need to work out of regular office business hours to attend events and key meetings.
- 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 Director of Policy.
- Salary ranges from \$75,000 - 80,000 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](mailto:cmha.careers@cmha.bc.ca) by 5pm on January 25, 2023.

*We are an equity-based employer and different identities and backgrounds make us stronger. We encourage applications from people of diverse abilities, ages, gender identities and sexual orientations, as well as people who are racialized or Indigenous (First Nations, Inuit, and Métis people).*