



Director of Policy and Research (1 FTE) – Job Description

Position Status: Full Time

Location: Vancouver – 1338 West Broadway

Reporting Structure: Reports directly to the CEO

Principle Accountabilities:

Policy Development

- Provide strategic thought leadership on policy issues affecting the provision of assisted living, independent living, homecare and long-term care in BC.
- Advise the CEO and/or government on the implications of policies, including trends, risks, and developments.

Communications & Stakeholder Relations

- Act as spokesperson for the BCCPA when required
- Produce talking points, briefings, research notes, and PowerPoint presentations for both internal and external audiences
- Represent BCCPA in meetings, coalitions, panels and at conferences
- Meet with key seniors' care stakeholders across the province to both gather input for research and then help ensure that research is put into practice
- Write regular articles and updates and provide strategic advice regarding content for BCCPA member newsletter and website and other materials as required.
- Develop and maintain effective relationships with appropriate Ministry of Health and Health Authority policy and service delivery staff and information sources.
- Promote public understanding of the dilemmas that seniors and our sector face through fact-based evidence.

Research

- Lead and manage the research and analysis required to produce BCCPA white papers, policy memos and reports.
- Conduct various forms of research including phone and in-person interviews as well as statistical analysis of health data in BC.

- Analyze, synthesize, and summarize dense and complex information accurately, clearly, and within a short time-frame.
- Produce and regularly update baseline data on key established metrics.

SafeCare BC

- Support the policy development and research efforts of SafeCare BC. SafeCare BC is the leading industry association committed to reducing workplace injuries in the continuing care sector.
- Assist with writing grant applications and the drafting of research papers
- Provide strategic advice to their Executive Director as required
- Monitor issues related to emerging policies/trends pertaining to workplace injury

Other:

- Assist with grant-writing
- Supervise graduate and undergraduate interns/coops
- Manage external contractors
- Identify and secure key public policy speakers for the Care to Chat speaker series and Annual Conference

Qualifications:

The fast-paced, small business environment of BCCPA requires employees to be organized, flexible, detail-oriented and to work at an above-average pace. All staff must possess excellent verbal and written communication skills, organizational skills, and analytical and problem-solving abilities. In addition, the Director of Policy and Research must possess:

- Knowledge of health policy at the regional, provincial and federal level
- Exceptional writing skills
- Project management skills
- Ability to supervise, train, and mentor staff
- Good sense of humour
- Ability to think in innovative ways
- Strong interpersonal skills, and have proficient-to-advanced skills with MS Office suite
- Ability to work independently
- Minimum 3 years previous work experience in the area of policy development and/or research
- A Masters Degree in Public Policy, Public Administration or Political Science is preferred, but not required