

Open to the Public Policy Coordinator

Department of Agriculture and Land Location - Charlottetown

Full-Time Classified Position

The PEI Department of Agriculture and Land aims to encourage the development of an innovative, diverse and inclusive workforce which enables the organization to realize its goals. Reporting to the Director of Policy, Evaluation and Planning in the Strategic Policy and Evaluation Division the Policy Coordinator provides high quality advice and assistance regarding international, national, regional and provincial policy matters, particularly but not exclusively, related to agriculture and land. This position will provide leadership and apply project management skills to policy projects in both the development and implementation phases.

- leading strategic planning processes for the Department and Divisions, when requested, including, but not limited to, identifying goals and writing final reports;
- applying various research methodologies to strategic planning processes including, but not limited to: focus groups, interviews, literature reviews and jurisdictional scans;
- preparing position papers with recommendations developed through rigorous policy research and analysis
- providing strategic advice and recommendations to the Director, Senior Management and the Deputy Minister;
- providing high quality support to the Minister, Deputy Minister and Director by assisting in the preparation of Treasury Board and Executive Council Memorandum, correspondence, briefing notes, speaking notes, communiques, presentations, policy reports and other materials as requested;
- collaborating with federal and provincial staff in joint federal/provincial/territorial policy initiatives;
- developing strategically aligned programs using program development standards and practices including, but not limited to: program theory, logic models, evaluation matrices, and relevant academic and grey literature;
- designing and delivering internal and external stakeholder engagement sessions for the purposes of program planning and development; and other duties as required.

Minimum Qualifications:

- must have a Masters degree in a related field (for example but not limited to: public policy, public administration, business, or economics) with experience (1-3 years) in program development or program evaluation **or** a Bachelors degree in a related field with extensive experience (5 years+) in program development or program evaluation;
- considerable experience (3-5 years) with communications, project management and team building;
- experience (1-3 years) with federal/provincial/territorial relations, communications and/or programming is required;
- [demonstrated equivalencies will be considered](#);
- excellent interpersonal skills;
- excellent written and oral communication skills;
- individuals must be able to:
 - undertake research and analysis using a variety of resources and tools;
 - work comfortably in a complex and changing environment;
 - undertake rigorous research on complex issues using evidence from peer-reviewed literature and primary data (e.g., surveys, focus groups, interviews, etc.);
 - organize, plan and think strategically.

Other Qualifications:

- bilingualism is considered an asset;
- project management, evaluation and change management designations considered assets.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$31.53 - \$39.41 per hour (Level 18)
Bi-weekly Hours: 75 hours bi-weekly (evenings and weekends as required)
Posting ID#: 140307-0120ALPO
Closing Date: Tuesday, June 2, 2020 **5:00 p.m.**

Please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.gov.pe.ca/jobs. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone 368-4080.
