

Open to The Public Policy Coordinator

**Department Agriculture and Land
Location – Kensington & 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. The purpose of this position is to champion, lead, plan, and develop strategic policy for the Department's Farm Business Risk Management Division and the Prince Edward Island Agricultural Insurance Corporation (AIC). The incumbent will independently design and implement policy research projects, integrating applied research methods and best practices, to ensure that policies are based on credible and defined evidence. The position is required to work collaboratively with other staff, management, directors, other PEI Departments, the federal government, other provincial governments and corporations, industry, and the public to develop policy. The position is considered the Corporation's authority in strategic planning best practices and evidence informed policy development, project management and is the primary resource for federal-provincial policy matters. As needed, the position will supervise project teams and intern and casual staff. **Duties will include:**

- Providing expert advice on program and legislation development and division processes;
- Providing research, analysis, detailed information on options, impact and recommendations, which are evidence informed and consistent with the division and department strategic plans and government's larger strategic objectives;
- Providing strategic and operational advice and recommendations to the Director, Senior Management, Deputy Minister, and AIC Board on policy, programming and processes within the Division;
- Providing high quality support to the Minister, Deputy Minister, AIC Board and Director by writing and reviewing Treasury Board and Executive Council Memorandum, correspondence, briefing notes, speaking notes, communiques, presentations, annual reports, policy reports and other material as requested in relation to the development of policy, program development and division processes;
- Developing strategically aligned agriculture business risk management programs or changes using applied research methodologies and methods including, but not limited to: program theory, logic models, evaluation matrices, and relevant academic and grey literature;
- Designing, leading and implementing consults with members of the Division, Department and Federal Department of Agriculture during the development and implementation phases of program policy development or changes and division processes;
- Designing, leading, and implementing knowledge building exercises with industry and the general public on business risk management programs;
- Collaborating with federal and provincial staff in joint federal/provincial/territorial business risk management policy and program initiatives;
- Providing project manager coordination and leadership to special projects;
- Applying project management skills in leading special projects for the division through the development of business cases, project charters, timelines, Gantt charts, and project budget estimates;
- Prepare and review special project agreements and documents including coordination of legal review;
- Design and prepare special project evaluation criteria;
- Coordinating with the Department's Board Coordinator as needed related to the AIC Board, AIC Independent Appeal Board and other appeal committees at AIC;
- Coordinating Freedom of Information and Protection of Privacy Act requests for the Division;
- Providing supervision occasionally to interns, casual staff, and students and other duties as required.

Minimum Qualifications:

- Must have a Master's degree in a related field (for example but not limited to: public policy, public administration, business, or economics) **and** experience in policy development *or* evaluation or a Bachelor's degree in a related field **and** extensive experience in policy development *or* evaluation;
- Considerable experience with project management and experience leading teams.
- [Demonstrated equivalencies will be considered.](#)
- Excellent interpersonal skills and excellent written and oral communication skills.
- Must possess a valid driver's license.
- Individuals should be able to;
 - work comfortably in a complex and changing environment;
 - undertake high quality research and analysis on complex issues using a variety of resources and tools;
 - organize, plan and think strategically;
 - demonstrate their ability to write official documents such as Treasury Board and Executive Council memorandum;
 - work as an integral and contributing member of a versatile team and value diverse and inclusive workplaces;
 - demonstrate a commitment to evidence informed policy development and its associated methods;

Other Qualifications:

- Bilingualism is considered an asset;
- Project management designation or training and Program evaluation designation or training considered an asset;
- Change management designation or training considered an asset;
- Gender-based/diversity analysis training considered an asset;
- Negotiation or facilitation designation or training considered an asset;
- University coursework completed in public policy, evaluation and/or public administration considered an asset;
- Experience in agriculture will be considered an asset.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. The successful candidate will be the only individual receiving written notification of competition results.

Salary Range: \$32.81 - \$41.01 per hour (Level 18)
Bi-Weekly Hours: 75.0 hours bi-weekly (evenings and weekends as required)
Posting ID: 148080-1021ALPO
Closing Date: Monday, November 8, 2021 **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.