

Open to the Public Rural Policy Specialist

Department of Fisheries, Tourism, Sport and Culture Location - Montague

Full-Time Temporary Position (April 2024 to May 2025)

The [Department of Fisheries, Tourism, Sport and Culture](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#).

The purpose of this position is to provide high quality advice and assistance regarding regional and provincial rural development policy matters. This position will provide leadership in measurement, reporting, analysis, planning and research on issues and trends pertinent to rural development and apply project management skills to special projects in both the development and implementation phases. Duties include, but are not limited to:

- Facilitating the development of specific community economic development initiatives which respond to local needs;
- Developing practical and responsive initiatives and recommendations to support the economic development of rural PEI;
- Applying qualitative and quantitative research skills to collect evidence for policy making;
- Collecting and analyzing key economic data from sectors that drive the rural economy;
- Developing and implementing effective consultation mechanisms to gather information and ascertain the views of stakeholder groups to ensure the practicality of program design and delivery practices;
- Contributing to meeting Departmental performance measures by proactively linking activities to economic development outcomes;
- Establishing and maintaining strong working relationships with rural economic development clients, such as rural communities, rural business leaders, and other agencies in government;
- Providing strategic advice and recommendations to the Director 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;
- Developing and delivering department programs and services that respond to rural priorities;
- Identifying emerging issues and areas of concern/potential problems noted in on-going program delivery;
- Communicating to policy and program staff of other agencies regarding the issues facing the needs of the client group in the area/region;
- Performing a leadership role in visioning, planning, and advising the structure of the Rural Community Council. This involves networking, dialogue, and communication with stakeholder's organizations, provincial/federal government departments, and non-governmental organizations.
- Other related duties as required.

Minimum Qualifications:

- Bachelor's degree in a related field (eg. Business, Community Development, etc.), Master's degree considered an asset
- Extensive experience in policy and program development
- [Demonstrated equivalencies will be considered.](#)
- Individuals must possess highly developed skills and knowledge concerning policy research, communications, project management and be team project orientated.
- Excellent interpersonal skills, written and oral communication skills
- Must have access to reliable transportation
- Individuals should be able to:
 - Facilitate meetings and workshops;
 - 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;
 - Organize, plan and think strategically;
 - Experience in writing official documents such as Treasury Board and Executive Council memorandums;
 - Work as an integral and contributing member of a versatile team.

This competition may be used to fill future job vacancies.

Please 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. The "Notification of Successful Candidates" list posted on the Employment Opportunity board will serve to inform all other applicants of competition results.

Salary Range: \$35.33 - \$44.16 per hour (Level 18 UPSE) (\$68,894 - \$86,112 annually)
Bi-Weekly Hours: 75 hours bi-weekly
Posting ID: 161511-0224FTTI
Closing Date: Monday, April 8, 2024 5:00 p.m.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, CIA 7N8. Applications may be sent by fax to (902)368-4383. **DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.** Please ensure that the appropriate Posting I.D. number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning 368-4080.