



Policy Analyst

Department: Workforce, Advanced Learning and Population - Population and Settlement Division

Location: Charlottetown

Position: Full-Time Position (Commencing Immediately)

Employment Type: [Permanent](#) – UPSE

Hourly Salary Range: \$34.42 - \$43.01

Annual Salary Range: \$67,119- \$83,870

Pay Level: 17

Bi-Weekly Hours: 75.0 hours bi-weekly

Posting ID:164514-0824WAPI

Closing Date: Thursday, October 17, 2024 **5:00 p.m.**

Open to: Employees as Defined under Article 37.01 of the UPSE Civil Collective Agreement

The [Department of Workforce, Advanced Learning and Population](#) 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 [Equity, Diversity, and Inclusion Policy](#).

What we offer:

- Health and dental benefits
- Pension plan
- Up to \$2,500 annual training funds
- Three weeks paid vacation annually
- Free downtown parking

The **Policy Analyst** provides high quality advice and strategic analysis regarding federal, provincial and regional Foreign Qualification Recognition (FQR), Labour Mobility, international student retention, and refugee resettlement & asylum seeker policy matters. This position has a significant level of responsibility and considerable accountability for providing policy-related advice to the department. The main focus of the position will be to maximize the benefits of FQR, labour mobility, international student retention, and refugee resettlement through research, evaluation, and evidence-based policy making activities. This position works closely with the Division's settlement files due to the interconnectedness between these files.

Duties will include:

- Preparation, analysis, and presentation of policy research and legislative matters on issues and trends of current and/or future relevance and supporting projects related to various policies and topics including multi-year conditional grant funding agreements with multiple partners;

- Applies qualitative and quantitative research skills to collect evidence for policy making, including, but not limited to literary reviews, development of surveys and questionnaires, organizing and facilitating focus groups with internal and external stakeholders, and writing findings of research in approved report templates;
- Provides research, analysis, detailed information on options, impact analysis and recommendations, which are evidence-based and consistent with the corporate strategic plan, departmental mandates, visions, missions, and goals, and government's larger strategic objectives;
- Evaluates policies using standard evaluation methodologies and techniques including developing evaluation frameworks and matrices, program evaluation plans, and policy analysis reports based on the results of program evaluation data with the goal of enhancing the business of the Department and the effectiveness of public policies;
- Acts as a Departmental point of contact for FQR, labour mobility, international student retention, and refugee resettlement questions;
- Leads special projects for the department, with a focus on FQR, during both the development and implementation phases;
- Identifies emerging needs and opportunities for program delivery and funding and provides expert advice to management related to program development best practices and standards;
- Develops and implements funding programs and negotiates partner agreements;
- Ensures PEI's compliance with the PEI Labour Mobility Act, Chapter 7 of the Canadian Free Trade Agreement, Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications, and PEI's humanitarian obligations;
- Coordinates the networking and collaboration with key stakeholders and partners to gather and share pertinent information and build relationships in support of FQR, labour mobility, international student retention, and refugee resettlement and asylum seekers;
- Represents the department on various Federal, Provincial & Territorial (FPT) and regional and provincial committees; and
- Other duties as required.

Minimum Qualifications:

- Bachelor's degree in public administration, social sciences, business administration or a related field;
- Considerable experience in policy and/or program development, coordination and analysis;
- Considerable experience in research, reporting and evaluation;
- Experience with internal/external stakeholder management;
- Experience working with diverse populations;
- Some experience with creating and delivering presentations and facilitating meetings;
- [Demonstrated equivalencies will be considered](#);
- Knowledge of financial and statistical analysis;
- Excellent interpersonal skills and ability to work as an integral member of a team;
- Ability to self-start and work as an independent contributor; and
- Excellent writing, oral communication, analytical, listening, and cross-cultural communication skills.

Other Qualifications:

- Master's degree in a related field with relevant program and policy experience related to the position;
- Bilingualism is an asset;
- FPT experience;
- Legislative experience;
- Project management training/designation (i.e. PMP);
- Program evaluation training/designation (i.e. CE);
- Change management training; and
- University coursework in public policy and/or public administration.

Please 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.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, 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.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

