

175457 - Aquaculture & Fisheries Policy Coordinator - Department of Fisheries, Rural Development and Tourism - Permanent

Government of PEI

105 Rochford Street, Charlottetown, Prince Edward Island C1A 3T7 | 1 Position available | Published on: November 3, 2026

Expires on: November 19, 2026

JOB DESCRIPTION

The Department of Fisheries, Rural Development and Tourism 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.

The purpose of this position is to provide high-quality advice and assistance regarding international, national, regional and provincial Aquaculture and Fisheries policy matters. The main focus of the position will be to maximize potential opportunities through research, evaluation, and evidence-based policy making activities, but will also include projects from the Departmental Divisions where applicable. This position will provide analysis and research on policies and programs, synthesize research through literature reviews and environment scans, and apply project management skills to special projects in both the development and implementation phases.

Duties include:

- Provide leadership and direction to the department in international, national, and provincial policy matters in relation to the shellfish and finfish aquaculture, and fisheries sectors, and where requested from other divisions within the Department, with the goal to maximize opportunities for sector growth and development in Prince Edward Island;
- Analyze significant policies, positions, and incentives;
- Prepare position papers with recommendations developed through high level policy research and analysis with respect to aquaculture and fisheries;
- Provide strategic advice and recommendations to the Director, Senior Management and the Deputy Minister;
- Provide 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 are requested;
- Collaborate with federal and provincial staff in joint federal/provincial/territorial policy research and developmental initiatives;
- Collaborate with other government departments on cross jurisdictional policy issues and initiatives, particularly in relation to initiatives;
- Prepare provincial aquaculture, fisheries profiles for federal/provincial/territorial forums;
- Prepare and submit provincial feedback on national reports in federal/provincial press releases, media sources, and communication with other jurisdictions;

Job type
Permanent / Full-time

Work shifts:
Day

Work schedule:
37.5 hrs/week

Work location
On site

Salary:
$80,652.00 - $99,158.00 CAD
Yearly

Unionized:
Yes

Additional information

Job Opening ID:
- 175457

Division:
- Policy and Planning

Department:
- Fisheries , Rural Development and Tourism

Location:
- Charlottetown

Pay Level:
- 18

Hourly Salary Range:
- $41.36 - $50.85

Employment Type:
Permanent

- Conduct comparisons to program models in other jurisdictions with the inclusion of policy, budgetary, financial, administrative and human resource considerations;
- Evaluate policies using standard evaluation methodologies and techniques, including: the development of evaluation frameworks and matrices; program evaluation plans and policy analysis reports based on the results of program evaluation data;
- Identify opportunities for policy/program evaluation with the goal of enhancing the business of the Department and the effectiveness of public policies;
- Lead the development, implementation, and monitoring of Aquaculture and Fisheries program evaluation;
- Research, construct, and administer survey and focus groups to internal and external staff, clients, and stakeholders for the purposes of program and policy evaluation;
- Assist in the coordination and development of strategic and operational planning for the division;
- Apply project management skills (i.e., the development of business cases, project charters, and project plans) in leading special projects for the department, with the focus on aquaculture and fisheries, during both the development and implementation phases;
- Work on special projects as directed, and support initiatives undertaken by all departmental divisions;
- Create and maintain a departmental database of statistics;
- Act as a departmental point of contact for data-related questions;
- Analyze and interpret statistical data to support policy development;
- Communicate and collaborate with provincial, regional, and national statisticians as needed;
- Proactively seek out opportunities to improve the quality and breadth of the departments data knowledge;
- Respond to inquiries from internal and external stakeholders as needed;
- Coordinate the delivery of technical and biological advice to existing and new industry members, including the assessment of new and innovative practices;
- Meet with clients regarding industry matters;
- Represent the department on industry-lead committees and attend industry meetings such as annual general meetings and meetings on special topics and projects; and
- Other related duties.

Minimum Qualifications:

- Master's Degree in a related field such as public policy, public administration, aquaculture, fisheries or other research-based Master's degrees including but not limited to, strategic planning, programs evaluation, business information management, or professional writing with experience in public policy and/or evaluation and experience in the aquaculture/fisheries and/or public policy/program management or a Bachelor's degree in a related field with extensive experience in the aquaculture/fisheries and/or rural development sector and policy or program evaluation;
- Demonstrated equivalencies will be considered;
- Considerable experience with internal/external stakeholder management, communication project management and team building
- Excellent interpersonal skills;
- Excellent written and oral communication skills;
- Valid driver's license;
- Individuals should be able to:
  - Undertake research and analysis using a variety of resources and tools, including developing project charters and plans, program logic models, literature reviews, environmental scans, and standard policy analysis reports;
  - Undertake program and policy evaluation using standard evaluation methodologies;
  - Research, synthesize, and analyze general, academics, and grey literature and present the analyzed information in written and verbal reports for decision makers;
  - Work comfortably in a complex and changing environment;
  - Undertake rigorous research on complex issues;
  - Demonstrate their capacity to organize, plan and think strategically;
  - Demonstrate experience in writing official documents such as Treasury Board and Executive Council memorandum;
  - Demonstrate their experience leading activities with internal and external clients on contentious issues; and
  - Demonstrate their capacity to work as an integral and contributing member of a versatile team;

Other Qualifications (Assets):

Employment Percentage:

- 100%

Closing Date:

- Thursday , November 19, 2026 5:00pm

Open To:

- Public , preference will be given to UPSE Civil Employees as per the UPSE Civil Collective Agreement .

Union:

- UPSE Civil

Required documents

- Resume

Optional documents

- Cover Letter
- Work Permit - If you are not a Canadian citizen or permanent resident , please upload a copy of your valid work permit confirming your authorization to work in Canada .
- Certifications - If you hold any of the required or preferred certifications mentioned in the job posting , please upload them here .
- International Education - If you earned your credentials outside of Canada , please upload any International Education Credential Recognition documents you have .
- Other

- F/P/T experience
- Bilingualism
- Project Management certification

This posting may be used to fill future 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. 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.**

Voted as one of Forbes' top 45 Best Employers in Canada for 2026

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

BENEFITS



Health and dental benefits



Up to $2,500 annual training funds



Employee assistance program



Pension Plan



3 weeks paid vacation annually, as per the UPSE collective agreement