

**Job Posting – CPM (Confidential, Professional and Managerial Employees)**

<b>Position Title:</b> Stakeholder Engagement Coordinator and Policy Analyst	<b>Job Code:</b> 955012
<b>Reports To:</b> Chief of Government and Community Relations	<b>CPM Salary Grade:</b> D
	<b>Faculty/Department:</b> Government & Community and Events/ Office of the President

**I. JOB PURPOSE:**

As a member of Government & Community and Events team, the Stakeholder Engagement Coordinator and Policy Analyst promotes the University's vision, mission, values and goals. Reporting to the Chief of Government and Community Relations, the Stakeholder Engagement Coordinator and Policy Analyst is committed to working to advance the University's relationships with key stakeholders.

**2. MAJOR DUTIES:**

**A. Government & Stakeholder Relations**

- Responsible for supporting the development and implementing GR engagement strategy within which they coordinate projects that showcase the University's expertise and relevance in public policy development.
- Supports sector tables such as COU and Universities Canada by providing briefing notes, circulating materials, doing research, attending meetings.
- Supports our engagement with the 11 Boards of Trades/Chambers by monitoring upcoming events, preparing briefing notes, participating in meetings, arranging meetings, preparing presentations.
- Supports the efforts to facilitate and co-ordinate the university's efforts to develop and implement a stakeholder management strategy by arranging meetings, participating in meetings, drafting content for print and web materials and collecting information.
- Provides resources (Briefing notes, research on the topics to be discussed, relevant media articles, key messages) and advice to colleagues across the organization on their efforts to work with government
- Conducts research to support the preparation of presentations and briefing notes in support of executive engagement at stakeholder and government related events and meetings.
- Researches and prepares reports, background papers, correspondence, and memoranda in preparation for York University stakeholder forums or meetings.
- Reviews and analyzes relevant reports and other documentation from other stakeholders where required, to contribute to the development of positions on behalf of the University.
- Assists in the coordination of government and stakeholder events
- Establishes positive and productive relationships with elected officials and stakeholders
- Identifies and tracks success metrics and program performance measures to evaluate program effectiveness and integrate into future initiatives.
- Responsible for the development and execution of a Twitter strategic content plan that communicates information about events, supports the release of the YorkU Brief monthly editions, broadcasts narratives that support the GR & CR strategies, and also monitors the account's activity.
- Establishes and maintains effective relationships with counterparts and other staff in partner organizations, coalitions, and with other associations.
- Other related duties, as required by the Chief of Government and Community Relations

## **B. Policy Analysis**

- Monitors and analyses relevant policy initiatives developed by the municipal, provincial, federal and Indigenous governments and determines applicability to York University.
- Contributes to policy analysis on emerging issues, which may include producing backgrounders, briefing notes, proposals, etc.
- Conducts research and analysis on priority post-secondary issues.
- Prepares research briefs, position papers, policy and discussion papers, briefing notes, reports, memoranda and presentation materials on key and emerging policy issues.
- Monitors trends and developments in pan-Canadian post-secondary system and policy issues and analyzes the need for policy development.

## **3. SUPERVISORY RESPONSIBILITIES:**

This position does not have any direct supervisory responsibilities

## **4. PERSONAL CONTACTS:**

### **Contacts External**

**Type:** University Employees

**Purpose:** Building relationships, sharing information, ideas or projects, Coordinating on projects or planning, coordination across units

### **Contacts External**

**Type:** Government Officials (political and bureaucratic) at the municipal, provincial and federal and Stakeholders

**Purpose:** Building relationships, sharing information, ideas or projects, Coordinating on projects or planning

## **5. DECISION MAKING:**

The incumbent must be able to make sound and rational decisions to resolve issues or problems that arise within their scope of responsibility. Must be cognizant of relevant University policies and procedures, government legislation and policies when addressing issues or problems. Discretion, judgment, tact and diplomacy are essential.

## **6. DIRECTION RECEIVED:**

This position will receive direction from the Chief of Government & Community Relations

## **7. FINANCIAL/BUDGETARY CONTROL:**

This position does not exercise any financial or budgetary control

***Other major accountabilities, e.g., information, materials, buildings, equipment, etc.***

Responsible for filing communication material and related documents according to the Office of the President's file management system.

## **8. QUALIFICATIONS:**

### ***A. Educational Requirements:***

Bachelor degree. Preference for graduates with a degree in Political Science, Public Policy or Public Administration.

**Please note: This position requires the candidate to produce a verification of degree(s), credential(s) or equivalencies from accredited institutions and/or international equivalents at the time of interview.**

### ***B. Experience Requirements:***

- Minimum of 3 years' experience including public relations, issues management or political organizing in a multi-stakeholder environment
- Experience working in government (municipal, provincial or federal) is considered an asset

### ***C. Skills (Specialized knowledge):***

#### **Specialized Knowledge:**

- Solid understanding of government decision making processes at all levels of government
- Experience in managing sensitive or confidential issues
- Familiarity with post-secondary education sector
- Proficiency with MS Office applications

#### **Skills/Abilities/Competencies**

- Solid problem-solving skills with the ability to provide practical and/or innovative solutions to complex issues
- Understanding of the importance of managing sensitive and confidential information
- Strong written and presentation skills, with the ability to explain technical information clearly and concisely
- Exceptional organizational skills
- Ability to plan, prioritize and execute multiple projects and initiatives within established timelines
- Ability to build and maintain collaborative working relationships with stakeholders
- Project management
- Must be a self-starter with excellent editing, writing and research skills.
- Must have a commitment to maintaining high standards of quality and ability to work with staff in a cordial and tactful manner.
- Flexibility to adapt to changing priorities and technology and to work as part of a team.
- Strong team player, able to work collaboratively, take responsibility, and understand their role in building positive public perception of the organization.
- Knowledge of AODA and privacy legislation and other legislative requirements.
- Ability to interpret, implement and adhere to organizational policies and procedures.

## **9. THE WORK ENVIRONMENT AND THE PHYSICAL/SENSORY DEMANDS:**

Works in an open cubicle environment.