



Director Policy and Research

Job Description

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90000543
Position/Classification Title:	Director Policy and Research
Pay Grade:	EC 13
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	7/21/2016

JOB INFORMATION

Job/Working Title:	Director Policy and Research
Department:	Community Services
Division/Section:	
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

Provide a brief but specific statement that describes the main purpose of this job.

The Office of the Advisory Council on the Status of Women has been designated as a policy office for government on matters impacting women and girls, and has the mandate to promote the advancement of women and the equality rights of women and girls who represent over half the citizens of the Province of Nova Scotia. The office functions as a government agency to advise on and to support key decisions by government impacting women and girls in the following broadly defined and intersecting priority areas:

- women's economic security; women's leadership;
- freedom from violence against women; and
- women's health and well-being.

The Office's operations encompass widely divergent program areas including oversight of community- led service delivery networks; developing and implementing collaborative initiatives, guiding and supporting gender and diversity analysis; contributing to interdepartmental strategic initiatives; collecting and disseminating knowledge and information, building evidence based analysis and research; fostering academic collaborations and knowledge exchanges; and provincial, regional and national advisory responsibilities.

Reporting to the Executive Director, this position is accountable for the creation and direction of the Office's Research and Policy functions which together inform the Office's capacity to operationalize and achieve strategic/business planning, research and policy objectives of the Status of Women Office; and for the development, implementation, review and integration of strategies, policies, and information resources and support and promote the advancement of women and the equality rights of women and girls.

The position provides strategic direction, leadership, and consultative/advisory services on matters pertaining to research and provides interpretation of research policy. The position creates and manages a network of collaborators and research partners to strengthen the policy framework and application of research to improve understanding of issues impacting women in Nova Scotia.

The Director represents the Status of Women Office on a wide range of partnership projects involving multiple stakeholders. He/she chairs and/or serves on partnership teams and committees that target specific projects and initiatives across a broad spectrum of topics.

Through the Executive Director, the Director both gives and takes Deputy Minister, Ministerial and Cabinet strategic and research and policy advice affecting women and girls in Nova Scotia.

KEY RESPONSIBILITIES

Develops and implements the Offices full scope of research, data analysis and strategic planning to position the agency to move forward in meeting goals and priorities. Ensures that policies, programs and services of the Office are grounded in evidence and integrated and appropriately aligned with business and budget planning

objectives and clearly support strategic goals and priorities of the NS Advisory Council on the Status of Women and the government. Promotes gender and diversity analysis on government wide scale that advances social equity, inclusion and policy coherence among provincial departments and agencies

Directs the provision of comprehensive research, analysis, measurement and evaluation of complex policy issues and program development initiatives by increasing capacity within the team to formulate policy options, provide expert policy advice, guidance and value-added solutions and recommendations for consideration by senior management, stakeholders and senior government decision-makers on significant and sensitive policy and program issues affecting women and girls in the province. Manages the quality of policies for final submission with emphasis on version control, content management, timeliness, required consultations with government and stakeholders, Cabinet Advisors, Deputy Minister, Minister, and review by communications, legal and finance.

Establishes partnership and linkages with internal and external stakeholders to design and promote, evaluate and implement targeted research. Promoting and facilitating leading-edge collaborative and interdisciplinary research is required to sustain systemic change.

Develops and leads the completion of the Office's scholarly and educational public facing information and resources, and oversees the content and accuracy of the Office's Web based resources. The Director is expected to source and leverage research project resources.

Negotiates and research focused public/stakeholder engagements for the Office, ensuring they are supported by appropriate analysis and environmental scanning that maximize opportunities for linkages and partnerships which will achieve positive outcomes and promote the advancement of women and the equality rights of women and girls in the Province of Nova Scotia. For example, building research partnerships with local post-secondary institutions to ensure ongoing policy advice across the Office's priority areas is supported through expert and evidence-based research analysis.

Ensures that the interests, positions and priorities of the NS Status of Women Advisory Council are consistently promoted, communicated and appropriately represented across government, communities, and with federal/provincial/territorial jurisdictions. This requires significant influence and collaboration with government departments and stakeholders to secure maximum support for strategies and for policy advocacy and action that will impact women and girls in the Province. Represents the interests of the province at national forums and working groups on issues affecting women and girls. Delivers progress reports, presentations and briefings to the Executive Director and Minister to ensure they are effective participants at federal/provincial/territorial meetings. Acts on commitments accordingly.

Advances Cabinet and briefing materials to Executive Council, Legislative Council and its committees for the Agency by directing the development, implementation and coordination of processes to ensure consistency, quality, timeliness, prioritization, and adequate time for review by Policy and Priorities Office, Treasury Board Office, legal, finance, and communications and approval by the Minister. Supports the Executive Director in planning for Cabinet and other major presentations.

In partnership with Director, Programs & Operations, co-leads a continuous process of critical evaluation of the strategic plan by tracking progress toward milestones for key strategic strands; creating and monitoring use of protocols to ensure that managing performance against strategic goals is embedded in the system; and recommending adjustments as needed to ensure successful implementation.

Directs the establishment of performance measurement processes and accountability framework for the Agency to evaluate effectiveness of policies, programs and processes by collaborating with staff and stakeholders and providing expert advice and support for the development, implementation and monitoring of performance measures, evaluation frameworks, evaluation methodologies, tools and research.

Ensures the effective management of the Agency's human and financial resources by setting performance objectives, coaching and evaluating performance results; promoting teamwork, talent management and career development; demonstrating leadership competencies; respecting corporate human resource policies and practices; promoting diversity and a safe and healthy workplace and maintaining internal communication.

Manages assigned budget in the most cost effective manner in compliance with government accounting policy, adheres to procurement guidelines, and accurately forecasts budget requirements for the fiscal year.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	The usual contacts required in the performance of this job include: Usual contacts include the staff of the Status of Women office, Office of the Minister and Deputy Minister, provincial government departments and agencies such as Labour and Advanced Education, Justice, Health and Wellness, Aboriginal Affairs, Immigration, African NS Affairs, Disabled Persons Commission, Human Rights Commission, Legal Aid, federal, provincial and territorial jurisdictions, Communications Nova Scotia, staff of Treasury Board Office, Office of Priorities and Planning, Executive Council, IGA, Finance. Federal research entities including Status of Women
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	<p>Canada's Science Council, Social Sciences and Humanities Research Council, Statistics Canada.</p> <p>Stakeholder partnerships are significant in this position as collaboration is key to advocate the integration of woman's issues into Research, Policy and legislation. Stakeholders would include Nova Scotia Universities and Academic Councils, national policy forums and research coalitions.</p> <p>Committee representation and participation in forums and active working groups is crucial at the federal, provincial, territorial, Atlantic, and municipal levels to address key research and policy issues and strategic directions</p>
Innovation:	<p>The typical creativity and problem solving required in this job include: Creativity and problem solving is critical to effectively maintain the relevant research, analysis and evaluation capacity necessary to respond to complex, sensitive issues and recommend positions and actions affecting the lives of Nova Scotia's women and girls. The issues that affect this segment of the population are as diverse as the circumstances in which they live and can seldom be viewed in isolation. Recommendations and advice are far reaching and will address factors which will include, but are not limited to, paid and unpaid work, income, age, immigration status, ethnicity, geography, language, culture, sexual orientation, family life, health, education, legal rights and experiences of discrimination and violence. This requires a high degree of analytical and constructive thinking and strategic orientation to monitor long standing concerns and emerging trends in such a wide range of policy and social issues impacting over half of the province's population, to engage the appropriate stakeholders and sectors, and to establish performance measurement, evaluation and accountability frameworks that will increase the government's credibility and accountability to the public. This position plays a key role in bringing the concerns and aspirations of women to the provincial government and influencing government policy and legislation.</p> <p>Leads the development of resources and publications developed and offered by the Status of Women Office make a difference in the lives of woman and girls. For example, prevention of domestic violence is one of the priorities of the Council. To meet this challenge, one of the programs created and implemented is a NS Domestic Violence Resource Centre. It is used by woman and girls, medical professionals, researchers, transition houses and organizations that offer support to those affected by domestic violence. The Director is accountable to the oversight and quality assurance of these public facing knowledge sharing tools.</p> <p>Leadership effectiveness is essential to develop and build capacity within the team to competently address the diverse issues that face women and girls. This can only be achieved by recognizing and capitalizing on the unique strengths each team member can bring to each project; whether they are knowledge strengths i.e. policy, research, analysis, gender based analysis, data manipulation, etc., or, competency strengths - i.e. relationship building, strategic orientation, decisiveness, communications, etc</p>
Decision Making:	<p>The usual types of decisions made in this job and the types of problems or decisions that must be made by a supervisor include:</p> <ul style="list-style-type: none"> - Decision authority for research activities of the Status of Women office, including related management of human, technical and financial resources. - This includes discipline and serving as Step One of the grievance procedure, in consultation with the Executive Director. - Decisions referred to, and require consultation with, the Executive Director include issues that impact budget, legislative, personnel and policy direction. The Executive Director must be kept apprised of impending issues particularly those of a sensitive nature involving legal, public, media and/or political interest. <p>The position has authority to initiate policy development initiatives and formulate recommendations which have public policy implications for the Office and government. Decisions are made based on sound judgment, knowledge and experience. Authorizes direction of the team to research and address current and emerging trends and issues that will result in sound recommendations and options for strategic planning, business planning, policy development, performance measurement, evaluation and accountability processes for the Status of Women Office.</p>
Impact of Results:	<p>The typical impact of end results produced by this job are:</p> <ul style="list-style-type: none"> - Integration of gender and diversity analysis into government legislation and policy. Contributes to the achievement of Status of Women Office's priorities by

	<p>providing effective policy options, expertise, advice, recommendations, and issues management supported by rigorous research, analysis and consultation.</p> <ul style="list-style-type: none"> - Creates a solid foundation for the Status of Women Office to achieve its mandate, strategic goals and priorities by leading integrated research and policy development and planning processes. - Increases accountability and transparency in government by establishing and implementing effective performance measurement, evaluation and accountability frameworks and the fostering of collaborative academic partnerships and joint ventures.
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People Management:

	# Direct Resources Managed	# Indirect Resources Managed
	This Job Reports to:	
Additional Information (if required):	Executive Director, NS Advisory Council on the Status of Women	
	Job Titles and number of incumbents reporting to this job: (if applicable)	
	Librarian/ Information Technologist 2	

LICENSES/CERTIFICATIONS

Data From Conversion:	May perform other related duties as assigned.
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WORKING CONDITIONS

Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time is spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety of easy muscle movements
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Physical Environment

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.
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Sensory Attention

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.
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Psychological Pressures

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and/or some disruption of personal life because of work, work schedules or need to travel.
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Examples/ Additional Information:	<p>A Physical Environment Comfortable office environment.</p> <p>B Physical Effort Volume of work requires long hours and volume of meetings preclude regular lunch hours or breaks during the day, the position requires significant overtime, all of which can create muscular/skeletal and eye strain.</p> <p>C Sensory Attention Position requires concentration, capacity to analyze complex environments and multitasking.</p> <p>D Mental Pressures Due to the multiple spheres of action and scope of responsibilities that this position requires, there is significant mental pressure.</p>
Data From Conversion:	