



JOB DESCRIPTION

Policy Lead

CANDIDATE PROFILE

The Public Policy Forum is seeking an enthusiastic and self-motivated policy professional to join our dynamic and growing policy team as a 'Policy Lead'. Working in support of PPF's mission and mandate, the Policy Lead will lead research and project management for initiatives related to a wide variety of policy issues of interest to Canada.

The Policy Lead will be responsible for providing direction and guidance to project teams and must be able to confidently anticipate problems and develop solutions with minimal direction. Initiative, reliability and good judgement are key to succeeding in the role.

The Policy Lead works collaboratively with PPF staff, management and Fellows, as well as external partners, to deliver multiple projects at a consistently high level, on time and according to budget.

The successful candidate will report directly to the Director of Research.

The Organization

The Public Policy Forum is a 31-year-old non-profit organization that works with all levels of government and the public service, the private sector, labour, post-secondary institutions, NGOs and Indigenous groups to improve policy outcomes for Canadians. As a non-partisan, member-based organization, we work from "inclusion to conclusion," by convening discussions of emerging and established thinkers, doers and deciders on fundamental policy issues and by identifying fresh policy options and paths forward. The Public Policy Forum researches and convenes around topical public policy challenges and celebrates great policy contributions at our testimonial dinners. We are committed to making a meaningful contribution to policy development that leads to a better Canada.

RESPONSIBILITIES

Scope and Objectives

The Public Policy Forum conducts research and engagement activities on a wide variety of public policy issues of relevance to Canadians with a primary focus on the following five areas of inquiry:

- The social and economic determinants of growth
- Good governance and healthy democracy
- Policy-making in an age of disruption
- The changing nature of work
- Indigenous growth and governance

The Policy Lead's key duties include:

- The design and development of project proposals, including researching the issue, developing budgets and critical paths;
- Conducting research and the preparing major reports and other key documents for projects, including background papers, discussion guides, case studies, interview guides, agendas, website content, presentation decks, blogs, op-eds;
- The management of projects, including supervising logistics for an event, coordinating and briefing chairs/facilitators/speakers for events, providing on-site support for an event, oversight of the budget; and
- The building of effective relationships with external project partners to develop and deliver projects;

SKILLS, EDUCATION AND EXPERIENCE

- Post-secondary education in a relevant discipline, plus **at least five years** of relevant work experience;
- Proven track record in developing and managing multiple complex projects, from conception through to conclusion;
- Experience in public policy research, analysis and writing;
- In-depth knowledge of public service, public administration and political science;
- Excellent writing skills and a proven ability to prepare and edit documents to a high standard;
- Ability to help conceive, develop and implement multi-stakeholder, non-partisan engagement projects, on time and within budget, with minimal direction;

- Advanced qualitative / quantitative research skills;
- Strong analytical skills: ability to identify relevant materials and main trends, and to prepare succinct summaries of main findings, with minimal direction;
- Confidence in cultivating and managing relationships with external partners;
- Experience in working on indigenous policy issues and with Indigenous communities is highly desirable;
- High level of relevant computer literacy;
- Proficiency in both of Canada's official languages is preferred.

TO APPLY

Please email your CV, a cover letter and one writing sample to goodpolicybettercanada@ppforum.ca by 5pm Monday November 12, 2018.