



We seek outstanding individuals to join our dedicated administrative team. Become a part of our diverse Loyalist team, creating brighter futures, greater prospects and endless possibilities!

TITLE: Policy and Planning Advisor	POSTING DATE: February 7, 2018
CLASSIFICATION: Administration	CLOSING DATE: February 23, 2018
DEPARTMENT: Office of the President and CEO	HOURS: 35 hours/week
LOCATION: Main Campus, Belleville	START DATE: ASAP
	COMPETITION #: ADM18-01N

POLICY AND PLANNING ADVISOR:

Reporting to the President and CEO the Policy and Planning Advisor (PPA) acts as a strategic advisor and coordinator to the President by providing support and advice to the College's strategic planning and policy development. The PPA manages and responds to a variety of key policy and planning issues, and provides the President and colleagues on the broader College leadership team with advice and guidance on policy, political and strategic matters relating to the College. The role is the lead in preparing responses for the President to policy papers from Government and College Ontario and other affiliated associations with respect to post-secondary issues and the impact on Loyalist College, and supports the President with the preparation of briefing notes and strategic documents to internal and external audiences. In addition, the incumbent supports the Executive Team on strategic reports and publications including Board Committee reports and Annual Reports.

The PPA manages projects, develops and executes high profile plans, engagements, strategic opportunities, and partnerships that advance Loyalist's mission and goals. The PPA briefs and advises the president on current, future and potential issues related to the College, and acts as a champion in promoting the College's agenda, ensuring business objectives, priorities and cases are clearly articulated and understood.

RESPONSIBILITIES:

- Manages the short and long-term planning process and assists the leadership and senior management with the development of the College's Strategic Mandate Agreement (SMA) and business plans
- Identifies trends, decision drivers, opportunities and issues that impact the College's strategic goals by working collaboratively with the Senior Team, Deans, Directors and Chairs
- Develops and monitors metrics to evaluate the ongoing implementation of the plans for reporting to the Ministry and other audiences as needed
- Assists in the planning and development of future College programs and makes recommendations related to strategic planning implications
- Evaluates current College policies in terms of effectiveness and continued relevance
- Facilitates policy development and review of College-wide policies and procedures

- Responsible for analysis of policy, undertaking broad analytical view of provincial Colleges, identifying gaps in the College's policies and initiating policy planning and formulation. Interprets relevant and local, provincial and federal binding policy and operating procedures in order to ensure the College remains transparent and accountable to various stakeholders
- Ensures changes are socialized and communicated across the College. Provides change management leadership and expertise. Leads and monitors progress and communication to ensure timely execution on new policy or policy changes
- Proactively conducts educational and market research analysis on issues impacting post-secondary education
- Assumes special projects or takes the lead on certain issues and clarifies scope, develops action plans and schedules/timelines, manages resources and budgets of projects, develops and assists in the implementation of policies and procedures to support the achievement of the project objectives, completes final assessment of results

QUALIFICATIONS:

- Completion of a 4-year degree in Political Science, Economics and/or Education or equivalent is required, a graduate degree in any of these areas is preferred
- Minimum of five (5) years' of progressive experience in strategic planning process and policy review and development, preferably in postsecondary education
- Demonstrated experience in conducting educational and market research analysis and in preparing and providing reports and in making presentation to a range of groups
- Advanced strategic thinking knowledge and skill, negotiation and analytical skills
- Strong project management skills
- Superior verbal and written communication skills with the ability to synthesize data and present in all formats
- Strong presentation and public speaking skills
- Ability to monitor and understand implications between complex operations, processes and timelines
- A high degree of initiative, follow through, accuracy and attention to detail

TO APPLY: Applications **must** be submitted **quoting the competition # ADM18-01N in the email subject line.** Please send a covering letter and a resume in MS Word or PDF format to:

Human Resources
E-mail: humanr@loyalistcollege.com

In support of a diverse and inclusive college community, Loyalist College encourages applications from women, persons with disabilities, racial/visible minorities, and indigenous peoples. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources Services will work with applicants requesting accommodation.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s). Those candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

We thank all applicants, however, only those selected for an interview will be contacted