

**HUMAN RIGHTS LEGAL SUPPORT CENTRE
JOB DESCRIPTION**

POSITION TITLE	Senior Policy, Research & Strategic Advisor
NUMBER OF INCUMBENTS	1
REPORTS TO	Executive Director
LAST UPDATED	April 2024

PURPOSE OF POSITION
The Senior Policy, Research & Strategic Advisor provides the Executive Director with strategic advice on the oversight and overall strategic direction and orientation of the HRLSC's service delivery and modernization work, including by leading associated policy development, research and evaluation, and strategic and operational planning in alignment with, and to support and advance the effective implementation of, HRLSC's strategic vision, mission, values, priorities and mandate obligations.
MAJOR DUTIES & RESPONSIBILITIES
<p>GENERAL</p> <ul style="list-style-type: none"> • Leads the development of, and provides advice to the Executive Director on, the HRLSC's modernization initiatives, including by developing associated policies and strategic and operational plans, goals, objectives, priorities, and considerations to support the achievement of the HRLSC's mandate, strategic plan and service delivery aims and targets. • Responsible for research and data collection and reporting using various methodologies and techniques to gather appropriate / reliable data and interpret findings from a variety of sources. • Analyzes qualitative and quantitative data to provide evidence-based policy options and recommendations; evaluates and recommends options and alternatives, including in terms of practicality, impact on services in the human rights system. • Advises on, and researches, emerging human rights system issues impacting the HRLSC's service delivery. • Consults with stakeholders in the development of policies, plans and strategies and establishes expectations with consideration of relevant policy and underlying legislation / regulation. • Leads and coordinates temporary strategic projects including by developing and implementing project goals and deliverables, assessing risks, and reporting on outcomes. • Prepares briefing materials for Executives and for Board of Director correspondence. • Develops and applies performance measures, indicators and targets to effectively assess the impact of HRLSC's strategies, policies, services and programs. • Provides project management and administrative support to Risk Management Committee and other project related staff / board committees. • Provides strategic advice to the Executive Director including in support of aligning budget, human resources, policies and strategic priorities, supporting restructuring initiatives as required. • Develops and guides funding proposals through the HRLSC and Board of Director decision-making processes, considering: HRLSC's objectives; budget, human rights system needs, risk assessment, and stakeholder perspectives. Monitors and evaluates the effectiveness of new proposals and initiatives; identifies gaps and solutions. • Acts as a program lead for the HRLSC's ongoing modernization initiatives.

- Organizes, prepares materials for and regularly attends meetings with key stakeholders about strategic modernization initiatives.
- Leads, and collaborates with communications staff on, the development of communications and related educational resources including relating to the HRLSC’s strategic, modernization initiatives.
- Supports outreach and education initiatives, in collaboration with HRLSC outreach and education staff, including by reviewing and supporting the development and delivery of related content.
- Develops and implements stakeholder engagement plans, including communications plans developed in collaboration with the Communications & Public Relations Coordinator.

Performs other duties as assigned which may change from time to time depending on a number of factors, including changes in the demand for legal services or in the HRLSC’s service delivery model.

Other temporary duties as assigned.

COMPENSABLE FACTORS

KNOWLEDGE & SKILLS

- Graduate university degree or equivalent in social sciences, law, human rights or other relevant field with at least six years of human rights experience leading and advising on human rights organizational strategy and policy development and implementation, preferably within a large unionized public sector environment.
- Advanced knowledge of human rights legislation, policy and case law and related obligations under the Ontario *Human Rights Code* and understanding of related domestic and international human rights law and policy.
- Demonstrated experience designing and implementing socio-demographic and human rights-based data collection, analysis and reporting including experience developing and applying quantitative and qualitative research methodologies and techniques to gather, analyze, visualize and report on appropriate/ reliable data and interpret findings from a variety of sources.
- Experience analyzing data to develop evidence-based policy options and recommendations, including ability to evaluate outcomes and recommend evidence-informed options and alternatives, assessing feasibility, practicality, and impact on stakeholders and the human rights system.
- Experience developing and overseeing the effective implementation of organizational strategies, policies and associated operational plans, preferably in a unionized, public sector environment.
- Experience developing and applying performance measures to effectively assess the impact of strategies, policies, services and program implementation.
- Experience leading complex and overlapping projects / initiatives from conception to completion.
- Experience collaborating with, and providing leadership, guidance to management and project team members.
- Experience managing sensitive policy and / or project issues; ability to work collaboratively to resolve issues, changes and shifts in priorities.
- Experience working and partnering with marginalized communities and underrepresented groups and demonstrated awareness and understanding of anti-oppression and Indigenous sovereignty principles and perspectives.
- Ability to engage in consultations with stakeholders ensuring a shared understanding.
- Ability to prepare and present policy options, strategies, issues, and recommendations with senior decision-makers.

- Ability to create, lead and present briefings on complex issues to senior-level audiences, including senior management, Board and government leaders.
- Understanding of the broad legal and political considerations of the human rights system.
- Knowledge of policy and program development principles and techniques to make recommendations and navigate decision-making processes.
- Strong oral and written communications skills, and interpersonal skills working collaboratively in a team environment.
- Demonstrated experience and skills working independently and completing work assignments and projects without close supervision and supporting and guiding staff peers in a senior staffing role, including demonstrated capacity working with highly sensitive and confidential information.
- Demonstrated computing skills, including word processing, database management and spreadsheet software and related research software.

Ability to work collaboratively and respectfully in a diverse workplace, including awareness of and sensitivity to cultural, racial, ethnic, gender, sexual orientation, gender identity, age and disability-related issues that may arise in the workplace and in serving diverse communities.

Commitment to applying the principles of cultural competence in performing the job responsibilities of this position including recognition of the need to deliver services to the public in a manner that recognizes the unique needs of the diverse communities served by the Human Rights Legal Support Centre.

COMMUNICATIONS SKILLS

TBC

ANALYTICAL SKILLS

TBC

RESPONSIBILITY FOR DECISIONS/ACTIONS

TBC

RESPONSIBILITY FOR MANAGEMENT/LEADERSHIP

TBC

RESPONSIBILITY FOR CLIENTS/STAKEHOLDERS

TBC

PHYSICAL EFFORT/DEMANDS

TBC

MENTAL/SENSORY DEMANDS

TBC

WORKING CONDITIONS

Work is regularly performed in an area where exposure to some unpleasant environmental conditions cannot be controlled (e.g. working in an area open to the public; or working in an open area).