

CANADIAN HEALTHCARE ASSOCIATION

JOB DESCRIPTION

POSITION/TITLE: Senior Health Policy Analyst

DEPARTMENT: Policy and Communications

REPORTS TO: Director, Policy and Communications

DUTIES & RESPONSIBILITIES:

General statement of Duties and Responsibilities:

The Health Policy Analyst supports the policy development and advocacy activities of the Association. Major responsibilities of this position include: monitoring trends and issues; preparing and/or reviewing and revising CHA policy positions; managing specific projects; providing consultation, information, liaison with key stakeholders and CHA members. Policy analysts must analyze, synthesize and evaluate research in the health field in order to develop policy positions and review documents for the organization. The health policy analyst contributes to the operations of CHA in accordance with the Association's strategic directions and policies as determined by the Board of Directors.

Specific Duties:

1. **Responsible for CHA projects and policy development on pan-Canadian health system issues and initiatives.**
 - Prepares documents in support of policy positions of the Association
 - Conducts research and analysis, prepares position papers, briefing notes, reports, memoranda and presentation materials on key and emerging policy issues
 - Establishes and maintains relationships with key health policy influencers
 - Develops policy positions in consultation with key health system stakeholders. Prepares policy discussion papers on key issues.
 - Contributes to inter-association working groups for projects on key issues in support of the Board Strategic Plan.
 - Administers and coordinates specific projects in support of Board Strategic Plan.
2. **Monitors trends and developments in pan-Canadian health system issues and analyses the need for policy development.**
 - Identifies and recommends effective responses to opportunities and threats in the health policy field
 - Manages consultant support when applicable.
 - Represents the Association and presents CHA's positions at external meetings and functions.
 - Provides information and consultation to members and stakeholders.
 - Manages specific projects and files;

- Provides analysis and input on national and provincial health policy issues as well as analytical summation of committee/partnership/coalition meetings and activities.
 - Establishes and maintains effective relations with counterparts and other staff in partner organizations, coalitions, and with other national and international stakeholder associations as well as federal departmental officials
- 3. Provides support for the Association's Board initiatives**
- Researches, drafts the writing of reports, background papers, correspondence and information memoranda in response to Board requests or in preparation for meetings.
 - Monitors and reports developments on issues identified by the Board by conducting literature reviews, maintaining contacts to obtain information and monitoring websites
- 4. Work with the Association Board and Member Organizations**
- Supports Board decision-making by identifying, analyzing and reporting on trends through contact with member jurisdictions, other healthcare/provider organizations, governments, and other groups at national and international levels.
 - Establishes and maintains effective relations with CEOs in provincial and territorial healthcare associations in addition to counterparts and other staff,
 - Provides analysis and input on national and provincial health policy issues (when requested by member organization)
 - Attends Board meetings and makes presentations, when required

Other related duties, as required

ESSENTIAL SKILLS, KNOWLEDGE & EXPERIENCE:

- Research, analytical and writing skills equivalent to a post graduate degree
- A minimum of three to five years directly-related experience in policy development, research and/or service delivery in the health sector;
- Proven project and time management skills;
- Proven ability to assume leadership for high-visibility projects and manage numerous competing deadlines
- Knowledge of the broad continuum of health services; and
- Demonstrated experience with board-governed organizations and with not-for-profit and/or charitable organizations, particularly within a health environment
- .Exceptional English-language writing skills
- Excellent verbal communication skills
- Strong analytical and synthesis skills as well as time management skills;
- Very high level of attention to detail
- Ability to manage competing priorities and work independently
- Strong interpersonal skills and values which facilitate successful performance in a team-based environment, including but not limited to cultural sensitivity, an ability to resolve conflicts and build consensus, and respect for all.
- Ability to communicate effectively with individuals holding different viewpoints

- Ability to grasp and synthesize effectively and efficiently a broad range of concepts (including abstract and complex), information and issues related to healthcare policy

DESIRABLE QUALIFICATIONS:

- Experience in social policy advocacy and social media
- Bilingualism (English/French)
- The ability to travel in support of CHA work on occasion.

EDUCATIONAL/PROFESSIONAL REQUIREMENTS:

- Masters degree in either Health Administration, Public Administration, Humanities, History or equivalent;

Date reviewed/revised: August, 2011