

TITLE: POLICY ANALYST

CLASSIFICATION: BAND 2

JOB OVERVIEW

BC's Office of the Human Rights Commissioner (BCOHRC) exists to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures. We do this work through education, research, advocacy, inquiry and monitoring.

Reporting to the Manager, Policy, the Policy Analyst is responsible for delivering on strategic policy initiatives and projects, collaborating with team members across the organization, and building positive relationships with external experts and partners with the aim of providing high standard policy analysis and guidance to address the root causes of inequality, discrimination and injustice in B.C.

ACCOUNTABILITIES

- Delivers on strategic policy initiatives including the provision of advice and guidance on policies that address human rights issues with local, regional, provincial and international scope.
- In alignment with departmental plans, as well as BCOHRC's strategic direction and statutory obligations, leads, coordinates, contributes and participates in projects and studies to develop, analyze and recommend policies, guidelines, legislative/regulatory changes, and approaches related to the mandate of the BCOHRC. This includes identification of policy impacts, potential outcomes and risks, as well as developing alternative strategies and recommendations to resolve policy issues.
- Applies a rights-based approach and an intersectional lens with a focus on decolonization and critical analyses.
- Monitors and reviews legislative initiatives, government policies and Legislative Committee reports with a human rights lens, and develops policy briefs, recommendations, and other resources and tools.
- Tracks the uptake and compliance of policy recommendations made by BCOHRC and directed at government and other duty bearers, including developing accountability measures with defined responsibilities.
- Develops responses to proposals for legislative review through consultations with the Manager, Policy, other departments and staff, conducting research, drafting submissions and developing presentations to Legislative and Standing Committees, Royal Commissions and other similar bodies.
- Monitors emerging trends to identify issues, forecast the impact on policy and legislation, and develop recommendations in response to these issues.
- Coordinates analysis of relevant legislation, policy and practice to fulfill the BCOHRC's mandate to monitor compliance of government and other duty bearers with international human rights law.

- Coordinates special programs or activities that are aimed at ameliorating disadvantage, so that these are deemed not to be in contravention of the B.C. Human Rights Code, according to Section 42.
- Prepares reports, briefing materials and notes, and other materials for strategic planning, Executive decision-making and public distribution, including strategic recommendations that may influence public policy and practice.
- As required, represents the Manager, Policy at external meetings, working groups, focus groups, advisory committees and task forces.
- Works collaboratively with other departments in the delivery of policy initiatives.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

- A degree in a related discipline (e.g., social sciences including psychology, political science, sociology, gender and/or women's studies; health science, law or economics) or equivalent.
- Experience in an environment that supports or promotes human rights, equality and justice (for example, through paid/volunteer work or education).
- A minimum of three years' work experience, including:
 - Working on projects with tight deadlines.
 - Coordinating, leading and designing projects on policy analysis or development.
 - Participating in multi-stakeholder initiatives.
 - Writing clear, concise reports, briefing notes, and other materials that distribute issues to a public audience that may include government policy makers, service providers and employers, community partners, and the general public.
- Experience using human rights-based approaches or complementary principles.
- An equivalent combination of education and experience may be considered.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required.

WILLINGNESS STATEMENT: MUST BE WILLING TO TRAVEL.

Preference may be given to applicants with the following:

- Strong preference will be given to applicants who are Black, Indigenous, or People of Colour (BIPOC); Peoples with diverse gender identities or expressions; and/or, People with disabilities.
- Lived experience with human rights work, which could be through your own identity and/or personal experiences related to human rights.
- Graduate degree.
- Experience building relationships and/or collaborating on projects or initiatives with Indigenous groups or communities.
- Experience applying an understanding of Indigenous principles, concepts and methodologies, and traditional/cultural knowledge.
- Experience with monitoring and reporting on international human rights law.

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- Experience with evaluation methods to measure impact in relation to strategic objectives.
Experience working in relation to the provincial political context, including applying an understanding of relevant and current issues, legislation, policy and government initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to and passion for human rights.
- Knowledge of the concepts, principles and techniques of policy formulation and articulation and the concepts and principles of public administration.
- Knowledge of the theories and principles related to policy development, including human rights legal principles and recent jurisprudence.
- Well-developed analytical, strategic, and critical thinking skills.
- Superior oral and written communication skills including the ability to review and summarize material concisely and to write and edit a range of materials in a format appropriate for the intended audience.
- Excellent project management and organizational skills, ensuring the ability to function effectively and with flexibility in a dynamic environment with shifting priorities and tight deadlines.
- Ability to exercise a high degree of confidentiality, discernment, tact and diplomacy in dealing with issues that could have a significant impact on the image and credibility of the Office.

INDIGENOUS RELATIONS COMPETENCIES

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
- **Empathy** is the ability to recognize, understand and directly experience the emotion of another. It involves listening with heart, accepting their message, and staying focused on their experience rather than reacting. It means understanding that the behaviour may be connected to something outside of the immediate situation.
- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous people. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect – and therefore require our continual learning and development, including direct exposure to cultural and community ways.
- **Process orientation** places a priority on how things are done. It is a willingness to remain open and follow in new directions. It means setting aside mainstream ways of achieving results and instead following culturally respectful processes that also produce results. It is letting go of agendas or the need to control, and trusting that the appropriate outcome will emerge from a good journey together. It means accepting that both the use of process orientation and a good relationship are concrete results.

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BEHAVIOURAL COMPETENCIES

- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, colleagues, partners (e.g., educational institutes, non-government organizations, etc.), co-workers, peers, branches, ministries/agencies and other government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client needs.
- **Empowerment** is the ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership. People who practice empowerment participate and contribute at high levels, are creative and innovative, take sound risks, are willing to be held accountable and demonstrate leadership. They also foster teamwork among employees, across government and with colleagues, and, as appropriate, facilitate the effective use of teams.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Seeking and using feedback** involves knowledge and skills of seeking and using feedback from other to improve one's performance and authenticity. This requires active listening and modeling personal change in order to foster trust in the whole organization.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Concern for Image Impact** is an awareness of how one's self, one's role and the organization are seen by others. The highest level of this competency involves an awareness of, and preference for, respect for the organization by the community.

For more information on competencies, see:

[Competencies in the BC Public Service](#)
[BC Public Service competencies list](#)
[Indigenous relations behavioural competencies](#)