

Department of Children, Seniors and Social Development (CSSD)

Expression of Interest

**Policy and Program Development Specialist
(Provincial Office)**

Temporary Assignment Opportunity

This position reports to the Director, Quality Management Division.

DUTIES:

This is a challenging and professional position responsible for developing and evaluating policies and programs to ensure quality of client service; collaborating with departmental staff in the development of quality indicators, performance measures, and continuous improvement initiatives; liaising with departmental staff and external stakeholders regarding quality initiatives; and provision of advice to Management and Executive on quality management issues. Responsibilities will primarily include, quantitative and qualitative analysis regarding departmental data; program evaluation; preparation of briefing and other materials as required; research and policy development; and other related duties as needed.

QUALIFICATIONS:

The successful candidate must possess knowledge of and experience in research and analysis, program and policy development, qualitative and quantitative research and analysis (asset), and program evaluation (asset), preferably in relation to social policy. The successful candidate must be able to exercise well-developed research skills, and have excellent written and verbal communication skills. The applicant must have the ability to work independently while taking initiative, and work well as a team member. S/he must also have the ability to establish and maintain effective working relationships with various stakeholders; and demonstrate effective analytical and organizational skills with a high degree of judgement and professionalism. Knowledge of CSSD programs, services and legislation is an asset. Candidates are required to be proficient in Microsoft Excel. These qualifications would normally be acquired through the completion of a University Degree in Public Administration or the Social Sciences, preferably at the Masters level supplemented by related working experience. Equivalencies may also be considered.

LOCATION: CSSD Provincial Office, St. John's, NL

SALARY: \$65,786 – \$85,522 (HL-21)

CLOSING DATE: July 11, 2018

If you are interested in this opportunity, please email your resume with cover letter outlining your experience and qualifications to **Joanne Cotter with the Subject line: EOI –Policy and Program Development Specialist**, by 4:00 p.m. on the closing date. For additional information on this position, please call Joanne Cotter (709) 729-7529 or email joannecotter@gov.nl.ca. Please ensure your current mailing address is indicated on your resume. The Government of Newfoundland & Labrador values diversity in the work place and is an equal opportunity employer.