

## Policy & Strategy Officer

**Location:** Charlottetown

**Position:** One (1) Full-Time Position Commencing Immediately Until October 30, 2026

**Hourly Salary Range:** \$38.53 - \$48.16

**Annual Salary Range:** \$75,133 - \$93,917

**Pay Level:** 19 (IPEI Pay Scale)

**Biweekly Hours:** 75.0 (Monday to Friday)

**Posting ID:** 2024-03-IPEI

**Closing Date:** Friday, November 29, 2024 @ 5:00pm

**Open to:** Public

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*Innovation PEI is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a workforce that reflects the diverse communities we serve and to promote a welcoming, diverse, inclusive, respectful workplace that is accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions.*

### What we offer:

- Employer paid health and dental benefits
- Pension Plan
- 3 weeks paid vacation annually
- Up to \$2,500 annual training funds

Reporting to the Director of Project Addressing Red Tape (“ART”), the **Policy & Strategy Officer** participates in the development, successful implementation, and launch of red tape reduction projects. The primary responsibilities include meeting with internal and external stakeholders to review project plans and coordinating project deliverables. The position is also responsible for broad policy analysis with a focus on burden reduction and good governance for the Business sector. **Duties will include:**

- Co-defines the project scope, goals, and deliverables that support project objectives with the Director and in collaboration with the client’s senior leadership team;
- Manages projects through each phase including discovery, planning, design, implementation and evaluation;
- Establishes effective and appropriate project governance;
- Develops full-scale project plans and communications using associated tools;
- Estimates the resources and participants needed, and ensures proper financial management of the project;
- Provides the Director with solid, thoughtful and effective enterprise-wide policy advice on a wide range of issues related to red tape burden reduction which includes providing input on alternatives to regulations and service effectiveness relating to business;
- Performs research, compiles and analyzes data, and writes final reports;
- Prepares briefing notes and supports Director in preparation of Treasury Board Memos and Executive Council Memos; and
- Other duties as required.

### Minimum Qualifications:

- University degree in Business Administration, Behavioural Science or a related degree
- [Demonstrated equivalency will be considered](#)
- Certified Lean Six Sigma Green Belt
- Extensive experience in project management
- Considerable experience in research, data collection and analysis, management of tracking systems
- Considerable experience in creating evidence-based policy recommendations and writing of policy
- Considerable experience in problem solving, critical thinking and focus on efficiency and quality improvement;
- Considerable experience presenting or facilitating information or educational programs
- Experience in Behavioural Insights
- Interpersonal, communication, and organization skills
- Solid organizational skills including attention to detail and multi-tasking skills

### Other Qualifications:

- Master’s degree in Business Administration;
- Knowledge of the structure of various provincial government departments and agencies; and
- Lean Six Sigma Black Belt.

Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

This competition may be used to fill future vacancies.

**Please apply online at [Work PEI](#) by Friday, November 29, 2024 @ 5:00pm.**