



Are you looking to use your knowledge, skills and talents to make a real difference in the lives of children and youth?

**Consider joining the PEI Office of the Child and Youth Advocate
as a
Systemic Advocacy Representative**

We are an independent office of the Legislative Assembly of Prince Edward Island pursuant to the PEI *Child and Youth Advocate Act* with a mandate to promote and protect the rights of children and youth and provide oversight of government funded programs and services to children and youth.

The Office is where various talents and areas of experience come together to create positive impacts for children and youth. We are committed to being an employer of choice and building a culture that is inclusive, ambitious, compassionate and impactful.

Employees of the Office of the Child and Youth Advocate assist the Child and Youth Advocate in carrying out functions under the PEI *Child and Youth Advocate Act* to include: individual and systemic advocacy, individual and systemic reviews and investigations, child and youth engagement, public education and promotion, child and youth serious injury and death reviews and investigations, research and the tabling of public reports.

To learn more about the position of Systemic Advocacy Representative and how to apply, please see the attached document or by visiting www.childand youthadvocatepei.ca. While this position has many components, there will be an emphasis on systemic reviews and investigations.

We thank all who apply and advise that only those selected for further consideration will be contacted.

**Accepting Applications until this position is filled for:
Systemic Advocacy Representative - Ref#: SAR-06-2025
Salary Range – Level 20, Excluded (\$79,502 – \$99,372)**



**Office of the Child and Youth Advocate
Legislative Assembly of Prince Edward Island**

Systemic Advocacy Representative (Ref# SAR-06-2025)

Purpose

Systemic advocacy promotes the rights of children and youth through a variety of forms and functions. Systemic Advocacy involves working on behalf of children, youth and their families to change systemic factors that disadvantage and discriminate. It may be directed at changing legislation, policies, practices, opportunities or attitudes on a large scale.

This position is responsible for providing leadership in conducting reviews and investigations; researching evidence-informed public policy issues impacting the rights of children and youth; developing and implementing effective qualitative and quantitative data collection, data analysis and outcome measurements to inform public reporting on review and investigation responsibilities; and, providing support to the work of the Office of the Child and Youth Advocate.

Responsibilities

The Systemic Advocacy Representative is responsible to:

- Develop strategic directions, policies and procedures for conducting reviews and investigations;
- Develop policies and processes for the identification and prioritizing of issues impacting the rights of children and youth;
- Develop review/investigation plans to include identification of issues, methodologies and techniques required to conduct thorough and comprehensive reviews and investigations;
- Lead reviews and investigations;
- Prepare review/investigation plans to include: identifying issues, methodologies and techniques required to conduct a thorough and comprehensive review/investigation; and participating directly in reviews and investigations;
- Draft a detailed, concise, evidence-informed and factual written analysis of findings resulting from a systemic advocacy review/investigation, within a child rights framework, as demonstrated with a well-reasoned critical analysis and objective assessment of the evidence;
- Ensure and promote administrative fairness;
- Ensure responsibility for due diligence, validation and credibility of all systemic advocacy review/investigation findings;
- Draft/edit internal and external communications to include: annual and special reports; other written reports, position papers, submissions, briefing notes, media releases, position statements, op eds, forwards/introductions to written reports; presentations and other materials, as required;
- Conduct research to inform mandated functions of the Office of the Child and Youth Advocate;
- Conduct relevant research and literature reviews to inform a child rights analysis in response to presentation and consultation requests received by the Office of the Child and Youth Advocate;
- Identify and assess evidence-informed academic articles relevant to inform recommendations made by the Child and Youth Advocate;
- Provide support to child and youth serious injury and death reviews and investigations;

- Participate in sensitive interviews with family members, reviewable service providers, professionals, and community representatives;
- Participate, as required, in inter-jurisdictional initiatives and liaise with other appropriate authorities;
- Provide professional development and public education on the role and functions of the Office of the Child and Youth Advocate, as required;
- Work respectfully and efficiently, both independently and collaboratively, within a child rights-based team environment; and
- Such other duties as required.

Knowledge, Skills and Abilities

- Knowledge of child rights practices, emerging trends, progressive policy and practice developments provincially, nationally and internationally;
- Strong organizational, critical thinking and analytical skills, including the ability to interpret, analyze and evaluate research, legislation, regulations, policy and procedures;
- Superior ability to effectively communicate verbally and in writing with a wide range of audiences;
- Ability to effectively summarize large volumes of information and identify trends resulting from data/information analysis;
- Ability to develop and maintain effective working relationships with a wide range of audiences, including the ability to maintain an unbiased, impartial and non-adversarial stance;
- Knowledge of the PEI *Child and Youth Advocate Act* and the United Nations Convention on the Rights of the Child;
- An understanding of ethical practice, including application of the principles of administrative fairness in the conduct of reviews and investigations;
- Ability to analyze and solve problems effectively and lead multiple projects or tasks;
- Excellent time management, organization and follow-up/monitoring skills;
- Ability to contribute to an organizational culture of excellence, ethical and respectful behaviour; and
- Proficiency in MS Office Suite;

Qualifications

- A Bachelor's or graduate degree in social sciences or a related discipline such as Social Work, Education, Health Sciences or Law from a recognized university or a relevant undergraduate diploma combined with extensive professional development and experience in reviews, investigations and research;
- Experience in conducting research, reviews/investigations, including systems issues and evidence-based practices;
- Experience in interviewing children, youth, family members and/or service providers.

Conditions of Employment

Legally entitled to work in Canada;

- Possess a valid driver's license, have access to a vehicle and be willing to travel throughout Prince Edward Island, as required;

- Willing to work on a flexible work schedule, including working outside of standard office hours, as required;
- Provide a satisfactory Criminal Record Check, Child Protection Record Check, Vulnerable Sector Check and Reference Checks;
- The successful applicant is required to reside in PEI; and
- Employees must provide professional and non-partisan public service, independent from government and community organizations, and free from political influence.

Benefits of being part of the Child and Youth Advocate Office

Full-time Permanent Excluded Position

Competitive Salary - Level 20 Excluded (\$79,502 - \$99,372); Commensurate with education and related experience

Minimum 4 weeks paid vacation annually

Excellent benefit package including health and dental

Access to an Employee Assistance Program

Personal Development

How to Apply

When applying for this position, please indicate the job reference number and position title in the subject line. Your cover letter and resume must clearly indicate how you meet the qualifications. We thank all who apply and advise that only those selected for further consideration will be contacted. Please send your cover letter and resume in one attachment, in either Word or PDF format to:

Office of the Child and Youth Advocate/PEI

BDC Place - Suite 500

119 Kent Street

Charlottetown, PE C1A 1N3

Email: voiceforchildren@ocyapei.ca