



Advice of Position Vacancy

Date:	January 10, 2025
Position Title:	Municipal Policy Expert
Department:	Frontline Solutions
Reports To:	Manager of Frontline Solutions
Status:	Independent Contract (70 – 90 hours per month) 1-year term
Hourly Rate:	\$65.00 -\$75.00 per hour
Closing date:	January 24, 2025. Please send your cover letter and resume to humanresources@drpeter.org

About the Dr. Peter Centre

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing, and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health. To learn more, visit www.drpeter.org/welcome.

Position Summary

We are currently looking for a Municipal Policy Expert (Independent Contractor) for 1-year contract to work with our Frontline Solution Team to assist with the Health Canada's Substance Use and Addictions Program (SUAP) project that Dr. Peter Centre has been awarded.

The Municipal Policy Expert is responsible for reviewing, analyzing, and developing local harm reduction policies in the different regions as per the project. This role involves updating and refining the Dr. Peter Centre's own policies or proposing new ones in alignment with local municipal or regional, provincial, and national needs and political contexts.

Key Responsibilities

The Municipal Policy Expert will be responsible for the following tasks:

- Researching, collecting, and analyzing statistical data and other relevant information to inform Substance Use and Addictions or Harm Reduction policy proposals.



Dr. Peter Centre

- Supporting the development of Substance Use and Addictions or Harm Reduction policies that address local, regional, and provincial needs and political considerations.
- Evaluating the effectiveness of existing policies and monitoring their implementation.
- Making evidence-based recommendations for alternative policy approaches.
- Collaborating with legal teams to ensure policies comply with applicable local municipal, regional or provincial regulations and legislation.
- Engaging with stakeholders and committees to gather input for policy initiatives.
- Communicating complex policy information clearly, both in writing and through graphical representations.
- Supporting Regional Office Leads in establishing Regional Transitional Care Incubators.
- Organizing and facilitating Regional Toolbox Workshops, working closely with Indigenous Knowledge Keepers, Elders, faith leaders, associations, library networks, business organizations, and local media.
- Assisting the SUAP Project Lead in creating a National Instigation Network to align sector language for effective data collection, engaging frontline organizations across diverse backgrounds.
- Drafting the outline for National Harm Reduction Safety & Compliance Best Practice Guidelines for harm reduction conferences nationwide and assisting with their implementation.
- Providing policy advice and support for municipal governments, contributing to the development of local policies.

Education, Qualifications, and Experience

The ideal candidate should have the following education, qualifications, and experience:

- Master's or bachelor's in public policy, Political Science, or a related field, with relevant experience in Municipal matters, public health policy, Substance Use and Addictions
- Leadership experience in one of the following regions: Atlantic, Quebec, Ontario, Prairies, and West Coast.
- Experience in:
 - The social or not-for-profit sector, with a strong understanding of community and organizational development principles.
 - Additional relevant experience in policy development and analysis.
- Strong alignment with the values and mission of the Dr. Peter Centre.



Core Competencies

The Municipal Policy Expert must demonstrate the following competencies:

- Proven ability to build and maintain effective relationships and collaborate within teams and with external partners.
- Strong problem-solving skills and the ability to resolve issues and conflicts effectively.
- Excellent verbal and written communication skills.
- Strong decision-making abilities, with a proven capacity to delegate tasks effectively.
- Results-oriented with excellent time management skills and the ability to prioritize in a fast-paced environment.
- In-depth knowledge of the harm reduction sector, as well as current health and social policies at the national, regional, and local levels.

General Working Conditions

This position requires multitasking with the ability to prioritize workload in a challenging environment where demands and deadlines may change with short notice. Virtual and remote work with a flexible work schedule is required to meet deadlines, and to support some activities that occur outside normal business hours.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org by **Friday, January 24, 2025**.

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.