

CHLNet Senior Policy Advisor

Purpose

To provide advice and guidance to the Executive Director and Secretariat and work in collaboration with the Senior Research Advisor in support of CHLNet's efforts to grow leadership capacity across Canada.

Duties and Responsibilities

- Advise and assist the Executive Director, as needed on growing CHLNet's value proposition, retaining/ recruiting network partners, strategic planning, strategic partnerships, and advocacy.
- Participate in:
 - Monthly virtual advisor meetings with the Executive Director and the Senior Research Advisor
 - Quarterly virtual CHLNet Secretariat (Board) teleconferences
 - Semi-annual Network Partner roundtables and leadership dialogues
 - Optional: standing working groups (virtual, 3 times a year) of Research & Evaluation and Canadian Health Leadership Acceleration & Exchange; as well as any ad hoc Steering Groups
- Help with developing semi annual NP Roundtable agendas, including seeking/securing speakers for dialogue sessions.
- Represent and/or present at meetings, health leadership panels, and/or conferences on behalf of CHLNet with prior mutual agreement of the Executive Director.
- Chair or co-chair ad hoc working groups as mutually agreed upon.
- Prepare briefing notes and other background materials in collaboration with the Senior Research Advisor and the Executive Director.
- Provide other advice or assistance as may be necessary for the consideration of the CHLNet Secretariat and/or Executive Director.

Term of Position

One year contract renewable annually with mutual consent.

Benefits

- Annual Stipend (to be confirmed)
- Listing on the CHLNet website and documentation as "CHLNet's Senior Policy Advisor"
- CHLNet email address and business cards, if so desired
- Access to the password-protected side of the CHLNet website Access to monthly Network Partner e-blasts
- Complimentary ticket to leadership dialogue sessions, when in person
- Attendance at semi-annual Network Partners' roundtables either virtually or in person. Travel and accommodation expenses can be reimbursed
- Attendance at conferences or events if CHLNet requests/approves your participation (with reimbursement of associated registration, travel, and accommodation expenses).