



University Students' Council of the University of Western Ontario  
*Position Description*

## PROVINCIAL AND FEDERAL POLICY COORDINATOR

**EFFECTIVE:** February 20, 2015

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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### 1.00 POSITION TITLE: PROVINCIAL AND FEDERAL POLICY COORDINATOR

### 2.00 POSITION OVERVIEW:

- (1) The Provincial and Federal Policy Coordinator is the Vice President External's "deputy" on provincial and federal matters, completing a number of provincial and federal projects, research expert and also acting as a general resource as requested by the VP External.

### 3.00 PRIMARY RESPONSIBILITIES:

- (1) Work alongside the Vice President External on any matters pertaining to OUSA. This may include campaigns on campus as well as general research support.
- (2) Will act as the OUSA "Campus Coordinator" or equivalent.
- (3) Conduct CASA campaigns on campus.
- (4) Work to raise student awareness of the USC's provincial and federal advocacy.
- (5) Build relationships with the Internal portfolio in order to connect Western students' issues to external policy solutions.
- (6) Gather student feedback in order to inform the work of the Vice President External through surveys and various other outreach mechanisms.
- (7) Assist the Vice President External coordinate the business of the Provincial and Federal Affairs Standing Committee of Council.
- (8) Act as the Vice President External's deputy and delegation leader at OUSA General Assembly conferences, as requested.
- (9) Conduct at least one research project on a pertinent student issue to be determined in consultation with the Vice President External.
- (10) Adhere to USC bylaws, policies and procedures.
- (11) Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the



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USC's Final Reports Procedure.

**4.00 QUALIFICATIONS:**

- (1) **Interpersonal Communication:** The Provincial and Federal Policy Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Must be able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- (2) **Project Management:** Strong organizational and time management skills are paramount to the success of assigned projects. The Provincial and Federal Policy Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** The Provincial and Federal Policy Coordinator should have effective group facilitation skills. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its peers.
- (4) **General:** Knowledge of the University and all levels of government is an asset. As this is a research driven position, a strong research background will be given priority.

**5.00 TIME COMMITMENT:**

5.01 This position requires varying time commitments:

- (1) 1-3 hours/week on average
- (2) 5-8 hours/week when campaigns are being launched, as needed.
- (3) Required to attend two General Assembly conferences. This is a full weekend event (i.e. Thursday night to Sunday night).
- (4) The Provincial and Federal Policy Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

**6.00 TRAINING/SUPPORT:**

- (1) The Provincial and Federal Policy Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President External and the USC Volunteer Resources Department.



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- (2) The Provincial and Federal Policy Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Provincial and Federal Policy Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Resources Department.
- (4) The Provincial and Federal Policy Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

**7.00 LEARNING OUTCOMES:**

- (1) The Provincial and Federal Policy Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Provincial and Federal Policy Coordinator will develop project planning and event management skills.
- (3) The Provincial and Federal Policy Coordinator will develop written and oral communication skills.
- (4) The Provincial and Federal Policy Coordinator will develop real world research and communication skills, while developing a better understanding of the University, the Provincial Government and Federal Government.

**8.00 COMMUNITY IMPACT:**

- (1) The successful completion of this role will mean that the provincial and federal advocacy work of the USC will be maximized. The USC will be able to communicate to Western students (through the Coordinator's campaign work and outreach), as well as to the provincial government and other schools across the province.

**9.00 EVALUATION:**

- (1) The Provincial and Federal Policy Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
  - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.



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- ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

**10.00 COMPENSATION**

- (1) The Provincial and Federal Coordinator shall receive two honorarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honorarium payment, the Provincial and Federal Coordinator must:
  - i. Remain within the position until January 1<sup>st</sup> in the relevant academic year;
  - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honorarium payment, the Provincial and Federal Coordinator must:
  - i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
  - ii. Submit a final report to the primary supervisor by the end of the fall term; and,
  - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

**11.00 SUPERVISION:**

- (1) Primary supervision: Vice President External
- (2) Secondary support: Advocacy Services Officer
- (3) Tertiary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources



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