



University Students' Council of the University of Western Ontario
Position Description
MUNICIPAL POLICY COORDINATOR

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AUTHORITY: Executive

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1.00 POSITION TITLE: MUNICIPAL POLICY COORDINATOR

2.00 POSITION OVERVIEW:

- (1) The Municipal Policy Coordinator is tasked with managing, establishing and expanding municipal relationship as they relate to the USC's municipal advocacy initiatives. The individual is responsible for helping to advance the USC's municipal advocacy capacities in collaboration with the Vice President External. The Municipal Policy Coordinator will be responsible for gathering student feedback about municipal affairs through various mechanisms which will include but are not limited to various surveys and outreach events such as Change Camp. The individual will also build partnerships with various community partners and resource members from city hall.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Conduct municipal campaigns as dictated by the Vice-President External (e.g. the "Good Neighbour Campaign"). This shall be done in partnership with Western Off-Campus Housing, the London Police and city staff members where applicable.
- (2) Work with the Vice-President External to coordinate and research best practices in order to inform the USC's involvement in the business of the Town and Gown committee at City Hall.
- (3) Work to raise student awareness of their tenant rights, responsibilities, and place in the city's neighbourhoods.
- (4) Attend pertinent council meetings as directed by the Vice President External.
- (5) Work closely with the coordinators of the internal portfolio in order to gather Western students' feedback in order to connect concerns to external portfolio solutions.
- (6) Be responsible to help develop the priorities and policies for the USC's local advocacy week in conjunction with the Advocacy Group.
- (7) Be responsible to contribute to the USC's internal policy papers where applicable and as directed by the Advocacy Group.



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- (8) Will conduct at least one research project per year on a pertinent student municipal issue. The topic of this paper will be determined through student feedback with the guidance of the Vice President External.
- (9) Adhere to USC bylaws, policies and procedures.
- (10) 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 USC's Final Reports Procedure.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Municipal Policy Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of stakeholders. This coordinator must be able to provide constructive feedback to project stakeholders and communicate expectations effectively through both written and oral mediums.
- (2) **Project Management:** Strong organizational and time management skills are paramount to the success of assigned projects. The Municipal Policy Coordinator should be flexible, able to critically assess and troubleshoot problems, and demonstrate effective problem solving in their role.
- (3) **Group Facilitation:** The Municipal Policy Coordinator should have effective group facilitation skills. This individual must be 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 broader London community, as well as prior experience running campaigns and coordinating social media work is an asset. This is also a research heavy position and experience with research development will be given priority.

5.00 TIME COMMITMENT:

5.01 This position requires varying time commitments:

- (1) 1-3 hours/week on average.
- (2) 8-10 hours/week on occasion when campaigns are being launched.
- (3) The Municipal Policy Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.



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6.00 TRAINING/SUPPORT:

- (1) The Municipal 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.
- (2) The Municipal 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 Municipal 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 Municipal Policy Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

7.00 LEARNING OUTCOMES:

- (1) The Municipal Policy Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Municipal Policy Coordinator will develop project planning and event management skills.
- (3) The Municipal Policy Coordinator will develop written and oral communication skills.
- (4) The Municipal Policy Coordinator will develop real world research and communication skills, while developing a better understanding of the University and the City of London.
- (5) The Municipal Policy Coordinator will learn how to coordinate public engagement campaigns and conduct public affairs work.

8.00 COMMUNITY IMPACT:

- (1) The successful completion of this role will mean that the USC will be far more prepared to engage in municipal advocacy initiatives that are connected to the needs of our students. This increased preparedness will enable the USC to forge stronger relationships with our neighbours, the City of London, London Police Services and other various community partners. This will also enhance the ability of the USC to involve students as a major stakeholder within important decisions in the city. With



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this position, the USC will have a permanent, expert-driven presence in municipal relations in order to advance the reputation of students as well as the USC's representation of students in the city of London.

9.00 EVALUATION:

- (1) The Municipal 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.
 - 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 Municipal Policy Coordinator shall receive two honorarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honorarium payment, the Municipal Policy Coordinator must:
 - i. Remain within the position until January 1st 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 Municipal Policy Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,



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- 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.