

GENERIC JOB DETAILS
INTERNATIONAL DEVELOPMENT RESEARCH CENTRE

Director, Policy and Planning

Job Scope

The Director, Policy and Planning, is responsible for IDRC's strategic planning and management functions, including the provision of IDRC policy analysis, the gathering, processing and distribution of information of strategic importance, strategic planning, networking on corporate issues, and liaising with the program areas to ensure that the President, the Chair and the Board of Governors, the Vice-President, Corporate Strategy and Regional Management, other senior managers and IDRC staff have the appropriate information, analysis and advice to address IDRC's strategic challenges.

Primary Duties or Responsibilities

The Director, Policy and Planning

- Manages the Policy and Planning Group (PPG), providing advice and guidance to staff, coordinating, assigning and managing work, managing and overseeing policy development and research as well as a limited number of projects of corporate interest, managing the preparation of annual work plans and multi-year strategic plans, managing interdepartmental initiatives and reviews (i.e. special examinations by Auditor General with the Director of Risk Management and Internal Audit, Treasury Board reviews, Organization for Economic Cooperation and Development – Development Cooperation Directorate (OECD-DAC) peer review, International Assistance Envelope), managing the hiring and overseeing work of temporary staff and outside researchers/consultants, and initiating and chairing staff meetings and briefings. The Director reports on the above to the Senior Management Committee (SMC) and the Board, as appropriate, and ensures that their guidance and decisions are followed.
- Works closely with the Director of Risk Management and Internal Audit on the integration and reporting of IDRC risk management processes and practices with IDRC's strategic planning. The Director, PPG, also works closely with the Director of Evaluation on integrating lessons learned into IDRC's policies and with the Director of Communications on communicating IDRC's policy stance internally and externally.
- Has an ongoing, significant and proactive role in representing IDRC at a variety of Canadian and international meetings and conferences, especially those related to IDRC's strategic policy and program planning and its experiences and results as a centre of excellence in the field of research and development. The attendance at these forums ensures that IDRC both shares its experience and expertise and is aware of the latest

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trends and developments in Canada and abroad in relation to current issues and challenges in public sector management and public policy in developing countries. As IDRC's representative, the Director, Policy and Planning, must network on corporate issues and be current on IDRC operations, initiatives and strategies. The Director analyses and interprets the finding and conclusions of these forums and brings the information back to IDRC in support of its policy, planning, research and development work.

- Serves as a member of the Senior Management Committee of IDRC and of other IDRC committees as required, reading all relevant documentation critically and contributing actively at all meetings. The Director, Policy and Planning, can be called upon to act for the Vice-President, Corporate Strategy and Regional Management in his/her absence. The Director manages the Special Program Fund on behalf of the President and SMC.
- Is also responsible for establishing, maintaining and managing the International Forum of Research Donors (IFORD) listserv, preparing material for and attending IFORD meetings, and promoting donor coordination and intellectual partnerships. The position has a key role at IDRC to ensure that relationships with central agencies, external agencies and institutions in Canada and abroad and other research donors are established and maintained through meetings, telephone calls, e-mails and other correspondence.
- Maintains a reputation as an established expert in his/her field of expertise by publishing articles, contributing to conferences, and conducting peer reviews of draft papers on behalf of academic journals and/or other research centres. In so doing, the Director helps maintain IDRC's reputation in the field of research and development.

Supervision

Direct supervision of Senior Policy Advisor, Policy Analyst, Administrative Assistant and Term and temporary staff and researchers/consultants.

Additional Information

This position requires a willingness to undertake national and international travel (roughly 20 - 50 days per year).