



POSITION: POLICY ANALYST

JOB TYPE: Contract, May – August 2018

JOB INDUSTRY: Public Sector,
Research & Innovation

REPORTS TO: Director, Strategy & Policy
Development

LOCATION: Toronto/Flexible

RATE OF PAY: \$20/hr (full-time hours)

The Opportunity:

Compute Ontario is looking for a policy analyst to join our strategy and planning team. Reporting to the Director, Strategy & Policy Development, the policy analyst is responsible for researching and analysing, issues, trends and delivery models that support the optimal coordination and sustainability of advanced research computing.

In this role, you will:

- Conduct research and analysis to inform policy development in the area of research and innovation.
- Prepare briefing notes, presentations and other documents for management.
- Assist and support various projects and studies to help advance strategic policy objectives of Compute Ontario, including the development of a long-term policy strategy.

Research and Analysis Skills:

- You have an emerging understanding of Research and Innovation policy issues in Ontario and other jurisdictions.
- You have research skills to conduct thorough research that contributes to policy recommendations.
- You can analyze quantitative and qualitative data to support the development of evidence-based policy recommendations.
- You have problem-solving skills to identify multiple solutions to problems.
- You have or possess the ability to acquire knowledge of government decision-making processes.

Oral and Written Communication Skills:

- You have excellent writing skills to prepare various documents (i.e., presentations, briefing notes, reports, summaries, etc.).
- You are able to effectively present your work to management in a clear and concise way.
- You are proficient in Microsoft Office and other computer software in order to draft emails, documents and reports; prepare presentations; visualize data.



Interpersonal and Teamwork Skills:

- You can establish and maintain effective working relationships with colleagues and stakeholders at varying levels.
- You have a positive, proactive and energetic approach to your work that translates into taking initiative and being a team player.
- You have sound judgment and can identify contentious issues and recommend solutions.
- You have the political acuity to recognize complex issues that need to be referred to senior staff.

Project Management and Organization Skills:

- You are able to plan, organize, and structure projects of varying size with success.
- You have well developed time management skills and the ability to prioritize and complete competing tasks with short deadlines.

*Qualified applications are invited to submit a covering letter and resume to: Monique.Crichlow@computeontario.ca by 4:30pm on the closing date **Friday April 13, 2018**. We thank all candidates for their interest, however, only those selected for an interview will be contacted.*

Compute Ontario is an inclusive employer and is committed to meeting accessibility needs as part of our hiring process. Should you require accommodations during the recruitment and selection process please let us know during the recruitment process.

For additional information on Compute Ontario, please visit: <http://computeontario.ca>