Policy Analyst
Policy and Sector Collaboration

The Council of Ontario Universities (COU) invites applications for the position of Policy Analyst.

The Council of Ontario Universities is the forum for Ontario’s universities to collaborate and advocate in support of their shared mission to the benefit and prosperity of students, communities, and the province of Ontario. Our work advances postsecondary education through collective advocacy, sector collaboration, and a range of shared services for our members, Ontario’s 21 universities. The Council of Ontario Universities is a dynamic, collaborative team where each employee contributes directly to the success of the organization.

Reporting to the Vice-President, Policy and Sector Collaboration, the Policy Analyst provides project leadership and expertise while conducting policy analysis and research and developing policy documents on a wide range of topics in support of the activities and interests of affiliates, committees, task forces or other groups for which s/he is responsible. The Policy Analyst also provides strategic policy advice and otherwise supports the work of affiliates, standing committees, task forces or other groups and conducts policy analysis and research on other issues and manages other assignments as directed by senior staff.

COVID-19: COU is committed to the health and safety of its staff. During the pandemic, COU is operating as a “remote first” workplace with staff predominantly working from home.

Key Responsibilities:

In this role, you will proactively:

- Take a strategic approach to determining the policy and analysis needs of COU, affiliates and other groups. Seek out policies, programs and issues that impact on issues in the domains of the Policy and Sector Collaboration unit.
- Conduct research, develop, and write policy papers and analytical reports for COU, affiliates and other groups to support their issues. Based on expert analysis, provide strategic advice to the Vice President and COU affiliates and committees.
- Monitor and review statements, positions and submissions from government, and other stakeholders such as regulatory bodies in order to determine their priorities; use the information to inform the policy positions prepared for COU and its affiliates.
- Review, analyse, summarize and recommend strategic responses for affiliates and committees to policy papers/statements produced by outside agencies (for example, government, research institutions, professional associations, and regulatory bodies). Act as an expert resource to affiliates and committees (as assigned) with respect to external policy developments.
- Support the work of the Policy and Sector Collaboration to ensure that affiliates and/or individual members are properly briefed before meeting with key stakeholders with analysis of issues to be addressed in meetings, key messages and anticipated challenges.
- Recommend appropriate qualitative and quantitative approaches and develop models to assess financial and other implications of various options for the university sector.
- Conduct qualitative and quantitative analysis, which includes: determining availability of data for existing sources; compiling statistical reports and preparing summaries. Produce reference material that explains databases and data to users. Maintain historical series where appropriate. Conduct surveys as required.
- Develop and nurture critical relationships with counterparts in government, member institutions, professional organizations and other stakeholders. Act as expert resource for external stakeholders with respect to the
positions and activities of the affiliate or standing committee. Represent COU on and provide support to external committees and task forces.

**Education and Experience:**

- A Master’s degree or equivalent policy and research training and experience.
- Five (5) years working experience in qualitative and quantitative analysis to support policy development and/or research.
- Familiarity with analysis of funding policies and institutional planning in a university setting is an asset.
- Familiarity with the university sector.
- Experience using excel and tableau or other visualization software desired.
- Experience using statistical software an asset (SPSS, SAS, Minitab, R, Python).

**Skills:**

- Superior policy, qualitative and quantitative analysis and research skills.
- Must have excellent oral and written communication skills; high-level interpersonal skills, including ability to deal with tact and diplomacy with all levels of personnel in the postsecondary sector and government.
- Superior skills in quantitative analysis, communication of quantitative information, and research required.
- Ability to assume responsibility and to work independently, prioritizing and exercising sound judgement on sensitive matters; must have demonstrated ability to organize and execute.
- Ability to assume full responsibility and accountability for comprehensive analysis and for providing clear, consistent and timely policy advice.
- Must be able to work with several projects whose goals, schedules and deadlines converge and conflict.
- In this environment, must meet self-imposed deadlines and demonstrate flexibility, openness to change, ability and willingness to learn continuously.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to: PSCrecruit@cou.ca.

**Application Deadline:** 5:00pm EST January 14, 2021.

Information regarding COU is available at www.cou.ca.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.