



Director, Policy and Planning

The [Council of Ontario Universities \(COU\)](#) 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. COU Secretariat is a collaborative team of professionals where each employee contributes directly to the success of the organization. COU is committed to equity, diversity, and inclusion and supports equal opportunity to all employees.

COU invites applications for the position of Director, Policy and Planning.

The Director collaborates with COU members to advance the interests of Ontario's universities providing leadership in research and analysis on policy issues impacting Ontario institutions and institutional planning initiatives in the sector. The Director provides strategic advice to COU members, to affiliate members including Council on University Planning and Analysis (CUPA), Ontario Council of Academic Vice-Presidents (OCAV), Ontario Council on Graduate Studies (OCGS), and their affiliated working groups. The Director provides leadership and expertise in the development and implementation of policy papers and analytical reports as they relate to such topics as operating grants, tuition fee policy, student enrolment trends, Strategic Mandate Agreements, and a broad range of other issues impacting Ontario universities.

The Director contributes to and manages the work of a team responsible for research and policy analysis; trend forecasting; the development and costing of different policy options, and data collection and management. The Director coordinates secretariat support for affiliates, committees or other groups and may be assigned specific COU affiliate committee responsibilities.

The Director works with the Vice President to ensure that there is close collaboration and coordination between the Policy and Strategy Team and the rest of COU with respect to the provision and use of various data sources and other analyses.

COU offers a competitive total compensation package and a close-knit and collaborative work environment in the heart of downtown Toronto's Discovery District. The hiring salary range for this position is \$106,000-\$125,000/year plus benefits package (remuneration commensurate to relevant skills and experience).

Key Responsibilities:

- Lead the development of and implement proposals to support policy development and advocacy.
- Manage and contribute to team member's research, analysis, interpretation, and presentation of quantitative and qualitative data.

- Manage and contribute to the team member's collection of required data through surveys, government sources, member engagement, and other means; determine data requirements, information flows, and appropriate analytic methods.
- Design and lead student enrolment-related and other data projects and develop quantitative models to construct scenarios and assess impacts of various policy options.
- Lead the development of policy papers and quantitative reports/summaries on a broad range of topics including operating grants, tuition fee policy, student enrolment trends etc.
- Support COU affiliates and committees, including CUPA, OCAV, and OCGS.
- Develop, maintain and manage excellent working relationships with partners in government, member institutions, professional organizations and other stakeholders as an integral part of carrying out the above-noted duties.

Education:

At least a Master's degree or equivalent policy and research training and senior level experience.

Experience/Skills:

- At least 10 years working experience in qualitative analysis to support policy development and/or research.
- Demonstrated leadership capacity as well as team building; capacity to work collaboratively across the organization, with members and other stakeholders.
- Superior skills in quantitative analysis, communication of quantitative information, and research required.
- Familiarity with the university sector an asset.
- Must have excellent oral and written communication skills.
- Must have high-level interpersonal skills, including ability to deal with tact and diplomacy with personnel in the postsecondary sector and government.
- Must have demonstrated ability to organize and execute.
- Ability to assume responsibility and to work independently, prioritizing and exercising sound judgement on sensitive matters.
- 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 PSrecruit@cou.ca.

Application Deadline: 5:00pm EST September 30, 2022.

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.