

ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Position: **Policy Analyst**

Overview of the Position

The Ontario Chamber of Commerce (OCC) is seeking a Policy Analyst to join its growing Policy team, developing the public policy positions for Canada's largest and most influential provincial chamber of commerce. The position will be responsible for authoring advocacy papers/ submissions/ letters, finding consensus on thorny issues, and engaging in sophisticated research, analysis, stakeholder engagements, project management, and public-facing presentations.

The ideal candidate for the position will have a solid understanding of Ontario's policy/ political landscape and business environment. The position would be well-suited to dynamic candidates who are versatile, ambitious, and creative – ready for a public-facing role with considerable responsibilities and opportunities to publish on timely and pressing policy issues, develop public profile, and build leadership skills.

The Policy Analyst will contribute to the development of non-partisan, evidence-based public policy positions that support the economic prosperity of the province and the well-being of the OCC's member businesses. In doing so, the individual will be part of a team that delivers tangible results to the OCC's membership.

Responsibilities

- Support policy and analysis for our newly launched [AI Hub](#), our [Policy Councils](#), and other projects.
- Be one of the authors of the OCC's provincial and federal budget submissions.
- Research and draft policy positions and papers, including timely responses to emerging issues.
- Foster relationships with current and prospective OCC members to build meaningful partnerships and secure revenue for policy projects and councils.
- Liaise with external stakeholders and the OCC's Public Affairs department in the delivery of various policy products.
- Collaborate with the rest of the policy team to determine priorities for the OCC's policy work consistent with the OCC's strategic direction

Qualifications & Experience

- A graduate degree in a related field (public policy, political science, public administration, economics, public affairs, etc.) or undergraduate degree in a related field with relevant professional experience.
- Minimum four years' experience (including internships) in a policy setting, conducting research and analysis.
- Advanced policy acumen, with experience analyzing and/or developing policy at an industry association, think tank, and or government/political office.
- An understanding of Ontario's business and public policy environment.
- Sophisticated tact and stakeholder relations skills, including the ability to facilitate Policy Council dialogue and drive consensus on complicated policy issues.
- Exceptional writing and editing skills, ideally demonstrated through published writings.
- Ability to effectively manage cross-functional projects.
- Practised oral presentation skills and a demonstrated ability to translate and present policy issues to diverse stakeholder groups or audiences.
- Business development experience and/or acumen a strong asset.
- Experience with research analysis and application of research.
- Excellent interpersonal skills and strong work ethic with a demonstrated ability to take initiative, build strong relationships and work collaboratively in a fast-paced environment.
- Interest in media and/or public speaking is an asset and growth opportunity.

What We Offer

- Competitive salary and compensation package that includes life and health insurance benefits and a matching pension plan.
- An annual merit-based bonus plan.
- 3 weeks of vacation plus office closure between Christmas and New Year's Day.
- Professional development opportunities to develop new skills through courses, training or membership in specific areas of interest.
- Opportunities to attend and present at relevant conferences and summits.
- Opportunities for increased responsibilities and career growth.
- Opportunities to grow your public profile and develop your professional network.
- Friendly, relaxed, collegial, and supportive team and work environment.
- On-the-job training to support your success in the role.
- Flexible work arrangements.

Working Arrangement

The position is based in the OCC's Toronto office, normally with three in-office days per week,

and a hybrid work option for other days. Our office is located downtown with easy access to transit.

Some travel within Ontario may be required.

How to Apply

Please send a cover letter and resume in a single PDF with the subject line “Policy Analyst – Your Name” to resumes@occ.ca by June 31, 2024. Applications will be accepted on a rolling basis.

Thanks to all for your interest but only candidates who move forward in the process will be contacted. Please no phone calls or agencies.

Salary range: \$65-75k (negotiable)

About Us

For more than a century, the OCC has been the independent, non-partisan, indispensable partner of Ontario business. The OCC's mission is to support sustainable, economic growth in the province by advancing business priorities at Queen's Park on behalf of its network's diverse 60,000 members and close to 150 chambers of commerce and boards of trade.

The Ontario Chamber of Commerce is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us so that your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.