

## ONTARIO CHAMBER OF COMMERCE EMPLOYMENT OPPORTUNITY

Position: **Senior Policy Analyst**

### Overview of the Position

The Ontario Chamber of Commerce (OCC) is seeking a Senior Policy Analyst to join its growing Policy team, developing the public policy positions for Canada's largest provincial chamber of commerce. **The position will be responsible for leading a range of major policy files as our Social Policy Lead, with a focus on health, economic reconciliation, and housing.**

The ideal candidate for the position will have an advanced understanding of Ontario's policy/ political landscape and business environment. They will lead the OCC's Health Policy Council, author papers, find consensus on thorny issues, and engage in sophisticated research, analysis, stakeholder engagements, project management, and public-facing presentations.

The Senior 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.

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.

### Responsibilities

- Lead and grow the OCC's [Health Policy Council](#).
- Lead our [Economic Reconciliation Initiative](#) in partnership with the Canadian Council for Aboriginal Business, including by co-chairing the Indigenous Advisory Committee, managing stakeholder engagements, and drafting additional resources.
- 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 other internal departments in the delivery of various policy products.
- Collaborate with the rest of the policy team to determine the strategic direction for the OCC's policy work.

## Qualifications & Experience

- A graduate degree in a related field (public policy, political science, public administration, health, economics, public affairs, etc.) or undergraduate degree in a related field with relevant professional experience.
- Minimum five 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.
- Interest and experience in health care, Indigenous relations, and housing would be an asset.
- Sophisticated tact and stakeholder relations skills, including the ability to lead a [Policy Council](#) and drive consensus on complicated policy issues.
- Exceptional writing and editing skills, ideally demonstrated through published writings.
- Ability to effectively manage cross-functional projects.
- Practiced 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 hybrid (with flexibility for in-office days) and 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 “Senior Policy Analyst – Your Name” to [resumes@occ.ca](mailto:resumes@occ.ca). Applicants are encouraged to apply immediately and 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: 80k-90k (negotiable)

## About Us

The Ontario Chamber of Commerce (OCC) is the indispensable partner of business and Canada's largest, most influential provincial chamber. It is an independent, non-profit advocacy and member services organization. The OCC has 60,000 members, including large multinational corporations, small-to-medium-sized enterprises, labour unions, postsecondary institutions, non-profits, associations and close to 160 chambers of commerce and boards of trade.

The OCC's mission is to convene, align and advance the interests of its members through principled policy work, value-added business services and broad engagement to drive competitiveness and economic growth in the province.

## Values

- **Non-Partisan:** We approach every issue and decision without bias towards any political group, ensuring our actions are based on objective evidence and support the best interests of our members and greater economy.
- **Integrity:** Our commitment to honesty and ethical conduct drives our interactions, decisions, and operations, fostering a culture of trust, transparency, and accountability.
- **Service Excellence:** We consistently strive to exceed expectations, providing outstanding value, support and solutions to our members and stakeholders, enhancing their engagement and experiences.
- **Entrepreneurial:** Embracing innovation and creativity, we proactively seek new opportunities, adapt to changing landscapes, and champion bold ideas to drive growth and progress.
- **Inclusive:** We embrace diversity in all forms, ensuring that all voices are heard, respected, and valued, creating an environment of belonging, collaboration, equity, and mutual understanding.