

## 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 covering a range of policy issues, with opportunities to lead major files like workforce development, mental health and addiction, technology and innovation.**

The ideal candidate for the position will have an advanced understanding of Ontario's policy/ political landscape and business environment. They will be able to support and lead the work of the OCC's policy councils, author reports/briefs, organize events, and engage in proposal writing, research, analysis, stakeholder consultations, 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

- Research and draft policy documents, including timely responses to emerging issues.
- Meet and develop relationships with current and prospective OCC members to build partnerships and secure support for policy projects and councils.
- Lead or contribute to policy research projects.
- Liaise with external research stakeholders and work collaboratively with OCC staff and departments in the delivery of various policy products.
- Lead an existing OCC Policy Council and/or work with the Senior Manager of Policy to launch the OCC's next Policy Council.
- Act as the lead on key policy initiatives such as the provincial and federal policy resolution processes.
- Work collaboratively with the rest of the policy team to determine the strategic direction for the OCC's policy work.
- Support the OCC's existing policy councils and/or work with the Senior Manager of Policy to launch the OCC's next policy council.

## 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.
- Advanced policy acumen, with experience analyzing and/or developing policy at an industry association, think tank, and or government/political office.
- Minimum five years' experience (including internships) in a policy setting, conducting research and analysis.
- An understanding of the business and public policy environment in Ontario. Interest/experience in workforce development, industrial, innovation or other business-related policy areas would be an asset.
- Exceptional writing and editing skills, ideally demonstrated through published writings.
- Ability to effectively manage cross-functional projects, and [oversee a Policy Council](#).
- 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.
- Sophisticated stakeholder/client relation skills; ability to facilitate consultations, drive consensus, and manage committees.
- 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 deadline-driven environment.
- Interest in government relations and/or media 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.

Start date is flexible but we are ideally looking for someone to start as soon as possible.

### **How to Apply**

**Please send a cover letter and resume in a single PDF with the subject line “Senior Policy Analyst – Your Name” to Daniel Safayeni, Vice President of Policy, at [danielsafayeni@occ.ca](mailto:danielsafayeni@occ.ca) - 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.*

### **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 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.