

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** 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 leading an existing OCC Policy Council and major files such as workforce development, health, infrastructure, housing and innovation.**

The ideal candidate for the position will have an advanced understanding of Ontario's policy/ political landscape and business environment. They should be a self-starter with proven experience taking full ownership of projects, managing them from inception to completion. This role requires strong report writing, stakeholder management, and data analysis skills. Managerial experience would be an asset.

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, experienced 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 Report Drafting:** Research and draft policy documents, including timely responses to emerging issues.
- **Quantitative Analysis:** Conduct quantitative and data analysis to generate insights and support the development of evidence-based policy positions, particularly in relation to the Ontario Economic Report.
- **Stakeholder Engagement:** Build and maintain relationships with current and prospective OCC members to develop partnerships and secure support for policy projects and councils.
- **Project & Policy Council Leadership:** Lead or contribute to policy research projects, including driving initiatives from start to finish. Lead an existing OCC Policy Council and/or collaborate with the Manager of Policy to launch new Policy Councils.
- **Strategic Direction:** Work collaboratively with the policy team to develop the annual plan for the OCC's policy work, in line with the OCC's overall strategy, including identifying and analyzing trends and data to inform policy recommendations.

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, corporation or government/political office.
- Minimum five years' experience in a policy setting, conducting research and analysis. People management experience would be an asset.
- Ideally, a policy generalist with a strong understanding of Ontario's business and public policy environment, who has a keen interest in a variety of issues, can quickly learn new topics, and hit the ground running.
- 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 economic 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 based in the OCC's downtown Toronto office, with easy access to transit. We offer a flexible, hybrid workplace with remote work possible for up to two days per week.

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 Vyshali Shankar, Human Resources Generalist, at vyshalishankar@occ.ca by September 13, 2024.

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

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 economic growth in the province by defending business priorities at Queen's Park on behalf of its network's diverse 60,000 members and 157 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.