

*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## **Job Opportunity: 18 – 24 month contract**

### **Analyst, Policy**

The person in this position provides analysis related to existing and potential program and policy initiatives to support the mandate and strategic objectives of the Canada Foundation for Innovation (CFI). They also assist in the coordination of the development, implementation and management of initiatives arising from strategic and policy decisions.

Reporting to the Director of Policy and Strategic Engagement and working closely with other units within CFI, including members of the senior management team, the incumbent is responsible for providing in-depth analysis to support program and/or policy development; assisting in assembling teams for, and the planning of, specific policy-related initiatives; and supporting efforts to implement new or revised policy or program directions.

#### **Key activities:**

The Analyst, Policy, is expected to collaborate and work closely with the Programs team, the Performance, Analytics and Evaluation team and the External Relations and Communications team. Specifically, the incumbent:

- Provides analytical support for the development of the corporate plan, strategic plan; policy proposals, and policy statements;
- Monitors developments and trends in Canadian governments, Canadian research community, international organizations and counterparts, and non-governmental organizations and institutions that may inform future CFI policy and program initiatives;
- Undertakes thematic studies and provides analytical support for the development of advocacy and policy initiatives and, where appropriate, community consultations;
- Prepares written and oral briefing materials to inform and assist senior management decision-making about policy issues and proposals;
- Provides analytical content for communications activities;
- Represents the CFI in policy discussions with Canadian and international counterparts;
- Provides input to ensure alignment of CFI's programs with stakeholder requirements;
- Participates as an authority with specialized expertise on project teams and working groups responsible for the development of program initiatives and policies;
- Engages and works with experts and external consultants as necessary.

#### **Skills and knowledge:**

- Knowledge of the federal and provincial government organization, their policy apparatus and policy-making processes and practices;
- Knowledge of the CFI and the Canadian research and innovation ecosystem and key organizations involved in research and science and technology;
- Knowledge of demographic trends, economic indicators, benchmarks and economic incidence of higher education and research;

## Analyst, Policy

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- Proficiency in writing briefing notes, presentations, and reports;
- Proficiency in the use of a wide variety of sources of data and information on funding and science policies;
- Knowledge of key international research and innovation systems would be considered an asset; and
- Knowledge of issues related to equity, diversity, and inclusion would be considered an asset.

### Requirements:

The incumbent shall have:

- A university degree in the social sciences and humanities, or a related discipline with relevant experience, preferably at the master's level;
- Strong written and oral communication skills in both official languages and ability to prepare and deliver oral presentation;
- Strong ability to analyze qualitative and quantitative data and information, identify issues of importance to the CFI, and assist in the development of recommendations for action based on this information;
- Ability to work with Microsoft 360
- Ability to work collaboratively with internal clients and external partners and develop and maintain networks of contacts throughout the Canadian and international research environment; and
- Minimum of 3 years of experience working in a government organization, non-governmental organization, higher education institution, or another research community stakeholder.

### Language skills

Writing, editing and proof-reading skills as well as strong attention to detail are essential. Please indicate your current proficiency for these skills in both English and French. If available, please submit your federal government language proficiency level at time of application.

### Salary

Salary will be commensurate with qualifications and experience.

### To apply:

**Please provide your CV, a cover letter, and a separate response to the to the following question (300 words maximum):**

- **What factors will have the most influence on Canadian science and research policy in the next 10 years?**

**Send your information by end of day on Sunday March 19, 2023 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
hr@innovation.ca

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**Analyst, Policy**

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**Please note: candidacies submitted without the requested material will not be retained.**

The Canada Foundation for Innovation supports official languages principles, and respects Ontario's Accessibility Standard for Customer Service policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

*Visit our website, [Innovation.ca](http://Innovation.ca) for more information about the CFI.*