

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

Analyst, Policy and Planning

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 Senior Advisor, Policy and Planning, 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 and Planning, 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 strategic plans, funding requests, policy statements and the corporate plan;
- Provides analytical support for the development of advocacy initiatives and, where appropriate, community consultations;
- Assists in the identification and implementation of strategic priorities;
- Helps to identify and develop analytical content for communications activities;
- Undertakes studies to inform, and assist in the development of, program mechanisms;
- Conducts environmental scanning activities on Canadian and international research trends, initiatives and developments, and on policy directions of federal and provincial governments that might inform future CFI policy and program initiatives;
- Monitors and informs staff and management on major international policy developments;
- Represent the CFI in international policy discussions with Canadian 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 theories, principles and practice of public policy development and scientific research and analysis
- Proficiency in the use of a wide variety of sources of data and information on funding and science policies
- Demographic trends, economic indicators, benchmarks and economic incidence of higher education and research

Analyst, Policy and Planning

- Knowledge of the Canadian research and innovation ecosystem and key organizations involved in research and science and technology
- Knowledge of key international research and innovation systems would be an asset

Requirements:

The incumbent shall have:

- A university degree in a related discipline, preferably at the master's level;
- A good understanding of CFI mandate, mission and guidelines;
- Strong written and oral communication skills in both official languages;
- The ability to analyse complex data and information, identify issues of importance to the CFI, and assist in the development of recommendations for action;
- Strong data management and data analysis skills;
- Expertise in analysis related to strategic planning;
- The ability to work collaboratively with internal clients and external partners;
- The ability to maintain ongoing networks of contacts throughout the Canadian and international research environment;
- Well-developed presentation skills; and,
- Solid experience, with a minimum of 5 years in working with the research community, government partners and other stakeholders.

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.

Physical demands

- The position is full-time.
- This is a headquarters-based function.

Salary

Salary will be commensurate with qualifications and experience.

Please send your CV and a covering letter by end of day on Sunday March 8, 2020 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation, 55 Metcalfe Street, Suite 1100
Ottawa ON K1P 5E4
Fax: (613) 943-0923
hr@innovation.ca

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

The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website, Innovation.ca for more information about the CFI.
