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<b>Job Posting #</b>	1009
<b>Title:</b>	Policy Analyst, Communications and Government & Stakeholder Relations
<b>Classification:</b>	Professional
<b>Employment Duration:</b>	Regular, Full-Time
<b>Salary Range:</b>	\$81,089- \$101,400
<b>Location:</b>	Toronto, ON

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Reporting to the Director, Communications and Government & Stakeholder Relations, this position is responsible for researching and analyzing government policies, proposed and existing legislation and regulations (both provincial and federal), programs, initiatives, trends, data, issues, best practices in the child welfare sector and broader sectors serving children, youth and families.

The position provides support in the development of government relations strategies and provides expert advice and guidance to OACAS senior leadership on all matters pertaining to government relations. It will also provide support to member agencies and provides knowledge and expertise to facilitate the work of OACAS departments and support planning and decision making within the organization. The position consults and engages with members, partners and stakeholders, leads project teams and writes and presents a broad range of briefing materials.

### **Duties and Responsibilities**

#### Research & Analysis:

- Identifies, monitors, analyzes and provide regular updates on emerging trends, public policy trends, activities and changes, including legislation, regulation, and standards related to the child welfare sector and broader sectors serving children, youth and families.
- Conducts environmental scans; identifies and analyzes emerging issues and their impact and develops, assesses and recommends possible solutions.
- Analyzes and synthesizes data and information to determine its significance, impact and relevance to the Ontario child welfare sector and recommends how and to whom it should be communicated.
- Proactively provides OACAS leadership with information, analysis and advice to support effective planning and decision-making.

#### Relationship Building & Development:

- Coordinate and facilitate relationships and partnerships with key strategic contacts with government and key stakeholders.
- Maintain and actively manage a comprehensive stakeholders list of government officials, leaders and member agencies.
- Identifies and develops partnership opportunities, writes partnership proposals, contributes to the development of partnership agreements, develops strategies to ensure partnership success, manages long-term partnerships.

#### Specialized Support/Guidance:

- Works collaboratively with colleagues to provide knowledge and expertise to support the work of OACAS departments through formal and informal liaison and proactive dissemination of information.
- Supports member agencies and other stakeholders by providing expert advice and guidance; developing information materials; responding to inquiries; delivering webinars or other information/training sessions; liaising with networks and committees.
- Facilitates consultations between member agencies and government, partners and stakeholders; obtains input and feedback; promotes understanding and cooperation; builds consensus.
- Participates in and supports OACAS advisory committees, interagency groups and networks; represents OACAS at various meetings as appropriate.

#### Reporting:

- Prepares and/or contributes to reports, briefing notes, position papers, analyses and other documents.
- Leads and oversees the development and written submissions to government, to ensure compliance with deadlines, and to manage priorities
- Prepares and delivers presentations to networks, project teams, Ministry representatives, individual member agencies and other stakeholders.

#### Other:

- Perform other duties as assigned

### Qualifications

#### Education & Experience:

- Post-secondary education in Public Policy, Political Science, Social Services or related field
- Minimum of 5 years' progressive experience within government/stakeholder relations in government, or provincial/national association or related field and demonstrated knowledge and understanding of the political landscape in Ontario; OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

#### Knowledge and Skills:

**Policy Development:** Strong knowledge of public policy development processes and Ontario child welfare legislation, policies, standards, programs, tools and processes.

**Equity:** Strong knowledge, understanding and experience working within an equity and anti-oppressive practice framework.

**Strong Communicator:** demonstrated experience and effectiveness in both oral and written communication, including facilitation to groups, presentations, oral communication and listening skills to conduct consultations, focus groups and webinars. excellent, demonstrated written communication skills to write clear, concise documents such as reports, consultation papers, briefing notes and responses to information requests.

**Strategic Thinker:** strategic thinking, analytical skills, judgment and political acuity to identify issues and analyze their impact on member agencies, partners, stakeholders and OACAS, to identify options to address issues and recommend solutions. Strong ability to comprehend and provide advice on policies, program frameworks, guidelines and legislation.

**Creative Mindset:** strong consulting and problem-solving skills to provide expert assistance, advice and guidance. Excellent analytical skills and judgment to interpret and assess information, determine

significance and relevance, identify implications, and recommend how, to whom and in what format it should be distributed.

**Authentic Engager:** strong interpersonal, collaboration and relationship management skills to interact effectively and build and nurture effective working relationships with internal colleagues, member agencies, colleagues in other jurisdictions, partners and stakeholders.

**Computer Literacy:** proficiency in full suite of Microsoft Office products.

**Assets:**

- Bilingual English/French
- Knowledge of an Indigenous language

**APPLY ONLINE at:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5504a194-52e8-4f07-ae3b-2acc61f702f0&ccId=19000101\\_000001&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5504a194-52e8-4f07-ae3b-2acc61f702f0&ccId=19000101_000001&lang=en_CA)

**By June 8, 2022.**

*We thank all candidates for their interest; however only those considered for an interview will be contacted.*

*OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.*

*Accommodation at OACAS*

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.*