

JOB POSTING

POSITION TITLE:	Researcher/Policy Analyst
COMPETITION NO:	2025-003
REPORTS TO:	Manager of Policy & Research
CLASSIFICATION:	Full Time
SALARY:	\$73,500- \$93,000 per annum
LOCATION:	Remote/Hybrid
POSTING DATE:	September 3, 2025
CLOSING DATE:	September 17, 2025, at 4:00pm EST

The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally based, quality family services to Indigenous populations in Ontario.

POSITION SUMMARY

Reporting to the Manager of Policy and Research the Researcher/Policy Analyst identifies technical assistance needs and recommends evidence-based solutions. Working closely with the Manager of Policy and Research, senior management, member agencies and ANCFSAO staff, the Researcher/Policy Analyst will advance the Association's mission and vision by conducting research and recommending and providing support on policy development initiatives related to a wide range of child well-being programs and services.

KEY JOB FUNCTIONS

- Cultivate and maintain relationships with key sector stakeholders and partners to work collaboratively on policy and program priority areas.
- Develop a range of high-quality products, including (1) internal and public-facing policy and technical assistance policy positions, briefs and reports summarizing and informing stakeholders and partners of trends, key findings and recommendations for improvement; (2) practitioner focused documents including implementation guidance, training curriculum supports and strategic planning tools; (3) performance management and Quality Assurance reports.
- Conduct policy scans and analyze federal, provincial and regional data to provide insights into issues of policy and practice.
- Design and facilitate strategic planning sessions, technical assistance (e.g. legislation implementation), training and learning collaboratives with collateral service agencies and stakeholders
- Review and recommend or create data collection tools, conduct data collection activities (e.g., site visits, focus groups, direct service observations and surveys) and analyze qualitative and quantitative data to conduct technical needs assessment and best practice identification to inform future program development and offer implementation guidance.
- Evaluate the impact of new and existing Government laws, policies, programs, business cases/plans and other Ministry/ Federal Government Initiatives and translate findings into actionable recommendations.
- Representing ANCFSAO externally both virtually and in-person during all work-related activities
- Provide research and writing support to other ANCFSAO departments as required
- Support with planning of ANCFSAO-led sector events and gatherings

QUALIFICATIONS

- Master's degree in social work, organizational behavior, public policy, behavioral economics, organizational psychology, public administration, or a related field, or equivalent experience.
- Three (3) years' experience within a human services program, policy research organization, or foundation (preferably in prevention or child well-being or protection)
- Working knowledge of relevant jurisdictional, federal and provincial legislation and entities governing Indigenous child wellbeing, particularly the *Ontario Child, Youth and Family Services Act (CYFSA)* and *An Act Respecting First Nations, Inuit and Metis Children, Youth and Families 2019*
- Knowledge of historical and recent developments pertaining to child welfare, Indigenous child wellbeing and issues relevant to First Nations, Métis and Inuit sovereignty over child and family services.
- Command of different research and data analysis methodologies (including qualitative and quantitative) and their application to specific audiences and projects in field.
- Training and experience in adult learning theory or human-centered design techniques
- Experience in leading complex policy and program development and implementation.
- Experience working with aboriginal peoples, organization and communities.
- Outstanding oral and written communication expertise, including demonstrated ability to synthesize and translate complex issues to digestible concepts for diverse target audiences.
- Demonstrated facilitation and presentation skills (small working groups and large gatherings).
- Advanced analytical and research skills
- Proficiency using computers and standard computer software programs like Excel, Word, Outlook, Publisher, PowerPoint, etc.
- Strong interpersonal skills.

WORKING CONDITIONS AND LOCATION

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check and Vulnerable Sector Check are required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

TO APPLY

Please email with the Subject Line, Competition 2025-003 Researcher/Policy Analyst, along with the following items to HRGeneral@ancfsao.ca by **September 17, 2025, 2025 at 4:00pm EST.**

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).

Incomplete applications will not be considered. Only those selected will be contacted for an interview. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self identify.**

We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact HRGeneral@ancfsao.ca

This is an existing role within our organization.