

## Job Description

POSITION:	Researcher/Policy Analyst
ACCOUNTABILITY:	Director, Family Well Being
CLASSIFICATION:	Permanent Full-Time
DATE APPROVED:	November 1, 2017
DATE UPDATED:	January 6th, 2021

### **Philosophical Overview**

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. Similarly, all employees shall follow the policies and procedures of ANCFSAO, as well as the direction provided by the senior management team.

All employees are required to perform those duties in a manner that respects and reflects the culture, traditions and values that are common to the First Nation, Inuit and Metis people.

### **Summary**

Reporting to the Executive Director the Researcher/Policy Analyst identifies technical assistance needs and recommends evidence-based solutions. Working closely with the Executive Director, senior management, member agencies and ANCFSAO staff, the Researcher/Policy Analyst will conduct research to recommend and provide support to policy development initiatives related to a wide range of child well-being and services.

### **Key Job Functions**

The Researcher/Policy Analyst will lead, coordinate and undertake projects in all aspects of policy and program planning and development to advise and inform policy and program recommendations. The position also entails developing, coordinating and evaluating in-depth and comprehensive reports and analyses and research from various sources by:

- Building and maintaining relationships with key sector stakeholders and partners to work collaboratively on policy project priorities.
- Writing a range of products, including (1) briefs and or reports summarizing key findings, potential recommendations for improvement, and practice-focused lessons learned reports; (2) practitioner focused documents including implementation guidance, training curriculum supports, and strategic planning tools; (3) performance management and Quality Assurance reports;

and (4) technical assistance briefs (e.g., summary of best practices, innovative case studies); (5) Presentation and Orientation packages.

- Analyzing federal, provincial and regional administrative or survey data to provide insights into issues of policy and practice.
- Designing and facilitating strategic planning sessions, training events, and other meetings with collateral service agencies and stakeholders.
- Organizing and coordinating a range of individual and group technical assistance activities, including recruiting subject matter experts and arranging peer-to-peer consultations, to foster and support program innovation.
- Cultivating and promoting learning collaboratives within and across agency jurisdictions while providing onsite and remote technical assistance.
- Following the OCAP principles, reviewing and recommending or creating data collection tools, conducting data collection activities (e.g., site visits, focus groups, direct service observations, and surveys), and analyzing qualitative and quantitative data for initial and ongoing technical needs assessment and best practice identification to inform future program development and implementation guidance.
- Evaluates the impacts of the new and Existing Government laws, policies, programs, business cases/plans and other Ministry/ Federal Government Initiatives and provides recommendations to ANCFSAO's senior Management and Board.
- Operational Planning (creating work plans based on strategic plan)
- Developing performance measures related to policy, program or report.
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### **Administration and Reporting**

Complete administrative functions and reports, and adhere to Association policies, procedures and relevant practices.

- Ensure confidentiality and safekeeping of all Association documents and records
- Develop and maintain a detailed work plan of activities
- Develop and maintain accurate, up-to-date and concise work files
- Prepare and deliver summary reports on activities
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Association's human resources, finance and other policies and procedures in the performance of duties

#### Other Duties:

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned

## **Qualifications**

### **Minimum Education**

Master's degree in social work, organizational behavior, public policy, behavioral economics, organizational psychology, public administration, or a related field, or equivalent experience.

### **Minimum Experience**

Three (3) years experience within a human services program, policy research organization, or foundation (preferably in prevention or child well-being or protection).

Experience sharing research findings and working with external agencies to translate findings to inform policy/practice.

## **Knowledge Requirements**

- Knowledge of the Child, youth and family Services Acts and Ministry of Children, Community and Social Services, as well as clinical knowledge of social work theories, principles and practices.
- Knowledge of the ANCFSAO Mission, mandate, programs, services and membership base
- Respect for, sensitivity towards as well as knowledge and understanding of Indigenous cultures, traditions and the Seven Grandfather teaching
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Metis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop has upon them is essential.
- Skilled in using qualitative and/or quantitative research methods (e.g., implementation site visits, focus groups, direct service observations and surveys) and analyzing qualitative and quantitative data.
- Experience in designing and facilitating strategic planning processes that motivate and inspire meeting participants; conducting engaging and content rich onsite and virtual trainings; and engage groups in meaningful dialogue.
- Training and experience in using adult learning theory or human-centered design techniques is strongly desired.
- Strong interpersonal skills, including a demonstrated ability to deal tactfully and diplomatically with clients and other external stakeholders.
- Excellent oral and written communication skills, including writing a range of products for a diverse audience.
- Working Knowledge of current child well-being legislation, programs and agencies.
- Experience in Policy Development and implementation.
- Experience working with aboriginal peoples, organization and communities

## **Special Skills**

- Demonstrated facilitation and presentation skills.
- Proficiency using computers and standard computer software programs like Excel, Word, Outlook, Publisher, PowerPoint, etc.
- Strong interpersonal skills.
- Excellent Customer Service Skills
- Advanced analytical ability along with superior presentation skills to synthesize complex issues.
- Substantial experience briefing management, government and stakeholders.
- Demonstrated superior written, oral and interpersonal communication skills.
- Demonstrated keen political acuity in providing strategic advice and making recommendations to senior management and political stakeholders.
- Task Oriented with the ability to manage multiple priorities and work in a fast-paced environment.
- Takes Initiative in the role utilizing critical thinking to problem solve.
- Displays a high-level of emotional intelligence including consistently exhibiting a positive and professional demeanor in all situations.
- Self-aware and able to adapt and support organizational change
- Fluidity in working with staff, senior leadership, Board of Directors, partner agencies, government bodies and indigenous organizations.
- Understanding the importance of maintaining and working within a highly confidential and sensitive environment.
- Ability to develop and deliver curriculums and lesson plans.
- Experience managing issues strategically and have demonstrated the ability to use indirect influence in a fast-paced environment.
- Experience leading complex policy development initiatives.
- Proven project and team management skills
- Superior skills in stakeholder management, consultation and negotiation
- Ability to understand and speak an Indigenous language is a definite asset.

## **Mandatory Requirements**

- Must be willing to work flexible hours including weekends, evenings, and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS)
- Able to provide a safe vehicle for the use on the job, an acceptable Driver's abstract, evidence of a Valid Ontario Driver's License and of Personal Liability & Property Damage Insurance coverage for at least \$2,000,000.

## **Work Site Location**

The position will be based in out of the head office in Toronto. The position will be required to work from home and/or remotely if the position is filled during Covid-19 protocol lockdowns. Travel within in Ontario is required.

## **Physical Demands and Work Environment**

While performing the duties of this job, the Researcher/Policy Analyst will typically be in an office setting. The Researcher/Policy Analyst is frequently required to operate a computer, file and retrieve written documents, and work overtime when required or during emergency situations. The Researcher/Policy Analyst is required to speak in front of an audience and ensure transfer of learning. The physical demands include, but are not limited to, standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, crouching and bending. Researcher/Policy Analyst will be required to travel to meetings in the province of Ontario, as well as outside Ontario, should that be required.

Research and Policy related functions can be mentally challenging. As a result, this position is more mentally challenging than physically challenging. There will be extended periods of sitting required when performing administrative tasks and while attending meetings.

Non-physical demands include a work environment where the noise level is usually quiet to moderate, but may be loud on occasion. The nature of the position may expose the Researcher/Policy Analyst to high levels of tension when dealing with issues. The level of tension is usually moderate, with high levels of tension occurring occasionally.

## **Technology & Equipment**

Computer, reliable internet, photocopier, telephone, cell phone, fax machine and calculator.

## **Supervisory Responsibility**

The position is not required to supervise any staff.

## **Key Relationships**

Internal The position requires interaction with Board of Directors, Executive Committee, Executive Director, coworkers and all staff.

## **External**

The Researcher/Policy Analyst will interact with Ministry of Child and Youth Services, Indigenous Services Canada, other provincial and federal government bodies, Children's Aid Societies, Indigenous Child Well Being Agencies, Ontario Association Children's Aid Societies (OACAS), training consultants and other Child Welfare and prevention agencies.

## **Disclaimer**

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job

description is not an exhaustive list of all the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. The Association of Native Child and Family Services Agencies reserves the right to modify job duties or the job description at any time.

**Signature**

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date