

Research & Policy Analyst

Job Overview

The Research & Policy Analyst works on addressing labour market challenges, needs and opportunities in the Canadian digital sector, with a focus on the increasing digitization of our economy and society. The ideal candidate will have experience conducting research and analysis on relevant digital policy topics like AI, cybersecurity, smart cities, and others. The candidate will also possess exceptional writing and oral communication skills, have strong problem-solving skills and showcase agility in his/her ability to shift between changing priorities and needs. This role can be based in Ottawa, or Vancouver.

Competencies & Responsibilities

Research, Analysis, Writing

- Identifies and analyses relevant data in order to extract key research and policy trends related to the digital economy. This may include topics like: regulation, consumer perception, competition, talent readiness, access to capital and VC funding, FDI attraction, IP management, cybersecurity, and data privacy among others.
- Drafts and tests primary research tools such as key informant interview questionnaires and surveys.
- Researches relevant candidates for various advisory committees and taskforces, drafts member lists, and assists with outreach.
- Completes primary and secondary research and analysis, including key informant interviews, literature reviews, and prepares summaries of findings to be used in reports.
- Assists with writing reports, blogs, whitepapers, and other relevant material.
- Monitors relevant announcements and trends, and prepares briefs on policy implications.
- Assists with writing proposals and concept papers, where appropriate.

Program Planning, Stakeholder Management

- With assistance from the senior research analysts, manages correspondence regarding data needs with relevant bodies like Stats Canada, OECD and others.
- Assists with stakeholder outreach, including outreach for key informant interviews and surveys, Advisory Committees, Taskforces, and Roundtable events.
- Works with the ICTC Research & Policy team to develop and track project timelines, action items and tasks for the successful completion of project objectives/requirements.
- Responds to requests for information, and questions related to research products.

- Assists in the development of relationships and business connections relevant to ICTC's projects, goals, and organizational direction.

Essential Knowledge & Competencies

- 2+ years of experience working in research and/or policy analysis.
- Proven knowledge of quantitative and qualitative research methodologies and practices.
- Experience related to policy analysis, with a strong understanding of public policy needs and priorities in Canada.
- Strong understanding and/or interest in digital technology and its labour market impacts.
- Strong critical thinking skills, with the ability to complete multi-factor analysis.
- Exceptional written and oral communication skills, with the ability to communicate with various stakeholders and explain research findings clearly and succinctly.
- Excellent teamwork skills, with the ability to think creatively to solve problems and work effectively with team members across the country.

Assets

- Experience working with government bodies.
- Experience working in a project-based environment.
- Experience collecting, organizing, cleaning and presenting data.
- Experience working with digital survey tools such as SurveyMonkey.
- Experience working in the technology sector.
- Masters degree in Economics, Political Science, Business, Law or a relevant field.
- Proficiency in French (Bilingual).
- Experience with STATA or R.
- Proficiency with Salesforce or Wrike.

Education & Qualifications

- Bachelor's degree in a relevant field of study (Economics, Political Science, Business, Law, other Social Sciences).
- Advanced computer skills, including proficiency with O365.

Culture & Values

- **Dependability** — This role requires a high degree of reliability, organization and accountability, in order to meet project/funder deliverable requirements.
- **Adaptability/Flexibility** — This role requires being open to change, shifting requirements, feedback and possessing the ability to work with remote teams across Canada.
- **Integrity** — Often working with confidential information, this role requires a high level of ethical compliance and sound judgement/confidentiality.
- **Drive/creativity** — This role requires a strong capacity for self-motivation, initiative, and a desire to exceed expectations.