



Ontario Confederation of University Faculty Associations  
Union des associations des professeurs des universités de l'Ontario

# Job Posting: Community & Government Relations Policy Analyst

*Policy Level A*

*Full-time, 12-Month Limited-Term Contract*

*Internal/External Posting*

*Deadline: 5:00 p.m. on Friday, September 16, 2022*

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Working under the supervision of the Executive Director, the successful candidate for the Community and Government Relations Policy Analyst position will share responsibilities related to government relations, liaising with sectoral stakeholders and allied organizations, and the development of legislative strategy and policy analysis on behalf of Ontario's university faculty and academic librarians. The Community and Government Relations Policy Analyst will be part of a dynamic team of policy staff who work collaboratively to deliver the services required to meet OCUFA's mandate, provide support for OCUFA's member associations, and assist in related advocacy initiatives. This is a full-time position that is being offered on a 12-month contract as a parental leave replacement.

## **About OCUFA**

Founded in 1964, OCUFA represents 17,000 professors and academic librarians in 30 faculty associations across Ontario. It is committed to enhancing the quality of higher education in Ontario and recognizing the outstanding contributions of its members toward creating a world-class university system. For more information, please visit the OCUFA website at [www.ocufa.on.ca](http://www.ocufa.on.ca).

## **Areas of Responsibility**

- Developing and maintaining contacts in the Ontario government and relevant government agencies, with the opposition parties and organizations in the education sector; preparing for and attending meetings;
- Monitoring, reporting on, and providing analysis on legislation, regulations, programs and policy directions which impact OCUFA and its member associations;
- Assisting in the development, organization and implementation of advocacy and communications campaigns and initiatives;
- Representing OCUFA at meetings, where appropriate;

- Researching and writing preliminary drafts of OCUFA policy proposals and submissions;
- Preparing speaking notes, correspondence, reports and briefing notes for OCUFA's President, Executive Director, Executive members, and relevant committees;
- Preparing regular advocacy-related content for OCUFA communications, including website, social media, and newsletters;
- Coordinating with other sector stakeholders, including student groups and trade unions, on advocacy and communications;
- Providing staff support to OCUFA Board, assigned committees, workshops and conferences; and
- Other duties as assigned from time to time to meet the changing needs of OCUFA.

## **Skills and Requirements**

- A high level of communication and analytical skill and an understanding of advocacy research and critical policy analysis;
- Ability to synthesize and filter a large amount of information in a succinct and accessible manner;
- Experience in research and critical policy analysis;
- Strong presentation style and verbal communication skills;
- A proficient level of computer literacy and social media skills;
- Knowledge of the postsecondary sector would be an asset;
- A passion for and/or background in postsecondary education;
- Ability to work on projects individually and in collaboration with other staff members independent of supervision
- Understanding of and commitment to OCUFA policies, practices, and objectives;
- A minimum of a graduate degree, and 5 years of experience with advocacy organizations, labour unions, provincial government, public sector agencies, or professional associations (or the equivalent combination of education and work experience).

This is a limited-term, full-time position, classified as Policy Level A, as defined in the terms and conditions of employment governed by the Collective Agreement between OCUFA and CUPE Local 1281. It is being offered on a 12-month contract as a parental leave replacement. The salary range for this position is \$95,584.21 to \$116,456.80. Full benefits are offered in accordance with the Collective Agreement. All OCUFA staff act under the direction and authority of the Executive Director.

This position is based at the OCUFA office in downtown Toronto, Ontario, with the option of a weekly hybrid work arrangement as detailed in the Collective Agreement.

OCUFA is a unionized and equal opportunity employer that is committed to the principle of employment equity and welcomes diversity in the workplace.

Please submit your application with your resume and the names of three references to [jduff@ocufa.on.ca](mailto:jduff@ocufa.on.ca) by 5:00 p.m. on Friday, September 16, 2022.

Joel Duff  
Associate Executive Director  
Ontario Confederation of University Faculty Associations (OCUFA)  
17 Isabella St, Toronto, ON M4Y 1M7  
[jduff@ocufa.on.ca](mailto:jduff@ocufa.on.ca)