As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

**Senior Policy Analyst**  
**Health Policy and Advocacy (HPA)**

We have a great opportunity for an experienced health policy analyst to partner with us to lead and contribute to key activities aligned with our strategic plan. Are you interested in the health care system and how it can be improved for specialist physicians in their service for patients? Are you creative in identifying, developing and evaluating new policy concepts? Is showing great attention to detail when analyzing intricate data and evidence one of your key strengths? Are you confident in delivering oral presentations and communicating your thoughts with senior leaders, internal committees and external stakeholders?

**Position Summary**

You will:

- Track, analyze and identify the key emerging health system issues in Canada's dynamic national and jurisdictional health policy environment.
- Review and respond to enquiries from external stakeholders regarding existing/emerging health policy issues.
- Assist in the development and implementation of the unit’s program goals and objectives as they relate to advocacy.
- Manage internal committees, which entail: agenda/program development, tracking operational plans, and the development of briefing notes, discussion papers and other relevant materials.
- Develop relationships with external stakeholders, including policy makers, medical associations, and research institutions, through collaboration, consultation, and partnership.
- Synthesize complex information into a wide range of written and visual communication products such as technical reports, briefing documents, policy positions, and presentations.
- Support evidence-based decision making by using appropriate qualitative and quantitative research methodologies.
- In collaboration with other staff, identify opportunities to proactively influence policy decisions and identify strategic directions for external communication and advocacy.
- Track progress, produce status reports and contribute to program evaluation activities.
- Participate in scholarship such as grey and peer-reviewed articles and presentations.
- Conduct environmental scans, literature reviews and systematic analysis as required by the unit’s programs and activities.

**You come to us with:**

- Master's degree in Public Administration, Humanities, Health Administration.
- 5-7 years of experience as a Policy Analyst, or equivalent combination of education and experience.
- Demonstrated knowledge of the broader Canadian health system.
- Superior communication skills in preparing materials such as peer-reviewed and grey literature, analytical bulletins, briefing notes, memoranda, correspondences and presentations.
- Demonstrated aptitude in executing projects involving multiple contributors.
• Understanding of research design, methods, data analysis.
• Team player with strong interpersonal skills, professionalism and judgement.
• Adaptable with a keen interest in learning and applying new skills.
• Superior knowledge and proficiency in MS Office required.

To apply, please forward your résumé, covering letter and salary expectations by March 8th, 2020 to careers@royalcollege.ca. To ensure the hiring committee reviews your application, quote posting JD987, last name, first name in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

Royal College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this commitment, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

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Starting salary ranges from ($77,065.00 to $86,699.00)