



Position:	Senior Policy Advisor/Director of Policy		
Location:	Ottawa	Status	Full-time
Reports to:	Executive Vice-President		

Reporting to the Executive Vice President, the Senior Policy Advisor/Director of Policy is a key member of the U15 team, responsible for monitoring trends, advising the EVP, CEO and Board, and developing briefs around policy issues affecting U15 institutions and the Canadian research ecosystem. These responsibilities will include being a key driver of the development of U15 policy documents including the annual pre budget submission. The Senior Policy Advisor/Director of Policy will interact with and support the U15 Board and all committees. The ideal candidate will have significant experience with the Canadian research and science policy and programming landscape. They will also be a strong writer and communicator, able to take complex issues and translate them to concepts and positions that are understandable to non-specialist audiences.

Key responsibilities and activities:

- Develop advocacy documents supporting U15’s advocacy positions including those related to federal policies and programs.
- Advise and work as a key member of the U15 team developing policy and advocacy positions.
- Develop briefs articulating issues for the Board and committees.
- Monitor developments in the science/research policy and programming space.
- Develop relationships within the science/research policy and program community—within the granting agencies, Genome Canada, MITACS, CIFAR, UC, and related domestic and international partners.

Skills and Knowledge

Core Competencies:

- An understanding of and respect for the culture of research-intensive universities;
- Strong familiarity with the policies and programs of the federal research support system for universities;
- Knowledge and appreciation of the mission and the operation of the U15;
- Demonstrated record of success in project management or coordination with a demonstrated ability to respect priorities, problem solve and respect deadlines;
- Demonstrated experience in research as relevant to producing briefing materials and other background documents;
- Demonstrated excellent oral and written communications skills with attention to detail, clarity and tone in all communications in essential in English and an asset in French;

- Strong interpersonal skills;
- Ability to thrive as part of a small office team by working independently and collaboratively;
- Familiarity with commonly used digital tools and other office software (such as for handling text, data, images, Office 365 including SharePoint).

Education

- Advanced graduate education or equivalent with relevant experience in research, project management, communication, or related fields.

Physical Demands

- Full-time position, with face-and-face and virtual presence in the Directorate Headquarters, which is located in Ottawa.
- Travel within Canada is sometimes required to attend U15 meetings and related events.
- Extended periods of time at the computer or on the telephone, requiring sitting or standing for long periods.

Salary

- Salary will be commensurate with qualifications and experience. We offer a competitive benefits package and pension plan.

How to apply:

Applicants should submit a resume and cover letter, indicating Policy Advisor/Senior Policy Advisor in the subject line to: director@u15.ca.

We thank all applicants for their interest, however only those selected for an interview will be contacted.