



Position: **Policy Researcher**

Reports To: **Program Manager**

Status: **Contract, full-time (with benefits)**

Location: **Toronto, ON**

WHO WE ARE

CTAC is Canada's non-governmental organization led by and for people living with HIV and HIV/HCV co-infection, focusing on access to treatment. Since 1996, we have been working to secure and ensure equitable, affordable and timely access to treatment, care and support for people in Canada living with HIV and HIV/HCV co-infection. We work with community, public, private and not-for-profit leaders to inform research and public policy, and promote public awareness and discussion.

OVERALL PURPOSE OF THE JOB

Major responsibilities of this position include: monitoring trends and developments in treatment access issues; authoring and revising policy positions; overseeing specific projects; hosting policy roundtables; consulting, informing and liaising with key stakeholders, researchers and staff.

MAIN DUTIES AND RESPONSIBILITIES

Policy Development

- Identify policy issues related to treatment access in Canada
- Monitor, analyze and prioritize treatment access policy issues directly or indirectly affecting people living with HIV and HIV/HCV co-infection
- Engage stakeholders in policy development
- Author, edit and oversee the development of knowledge-exchange tools (policy briefs, policy papers, fact sheets, webinars, abstracts, presentations)
- Represent CTAC on relevant external advisory committees and task groups, as required
- Lead, coordinate and/or participate in policy development projects and strategic plans in consultation with CTAC staff and partners

Research

- Coordinate policy research and analysis including stakeholder consultations on key policy treatment access issues
- Author, edit and oversee the development of policy briefs, policy positions, policy papers, media releases and evidence-based abstracts (based on outputs from policy roundtables and working groups; consolidate existing literature)
- Maintain up-to-date information and data systems on research themes and treatments access issues
- Steward (either through initiation or via partnership) relevant research that builds a comprehensive evidence base that addresses barriers to treatment, care and support in Canada, engaging with researchers and funding bodies, as appropriate

Project Administration

- Propose project ideas based on policy development outputs
- Lead and oversee specific policy and research projects
- Project administration including (but not limited to): monitor project progress and performance, apply approved budgets; implement project activities, conduct project evaluations and disseminate information
- Identify and seek grant opportunities, with oversight from the Program Manager

**Other duties:**

- Provide written or oral reports on policy matters for internal audiences
- Provide guidance and support to other CTAC staff in developing knowledge exchange, policy research analysis and capacity building programs
- Provide support to the Executive Director in organizational operations, including (but not limited to) finance, human resources, logistics and strategic planning
- Other duties as assigned by the Program Manager.

This position is structured as a full-time contractual position until March 31, 2017. This contract is eligible for renewal on that date and pending ongoing funding for the organization. A competitive benefits package will be awarded after 3 months of employment.

ABOUT YOU**You Have:**

- Two years of professional work experience in the public or private sector
- Excellent interpersonal skills
- Proven ability to work collaboratively and build consensus across a diverse set of stakeholders
- Motivated, detail-oriented self starter with exceptional organizational skills

Required Qualifications

- Bachelor's degree in social sciences, public health, public policy, political science, or related field (Master's degree preferred)
- Strong facilitation and capacity building skills
- Strong written and oral communication skills for high-level audiences
- Exceptional problem-solving skills, capable of anticipating and dealing with challenges proactively
- English/French bilingualism would be an asset

Required Competencies

- Ability to lead policy dialogue
- Experience in policy analysis
- Demonstrated strength and experience writing reports and policy briefs
- Ability to balance multiple project demands while ensuring superior program outputs
- Capable of planning and implementing forward-thinking concepts

Note that existing technical knowledge on HIV or hepatitis C would be considered an asset.

TO APPLY:

Please submit your cover letter and curriculum vitae as a PDF document to Dr. Rounak Faizi Khan, Interim Program Manager C/O terrence@ctac.ca by 5:00pm EDT Thursday June 22, 2017. While we appreciate your application, only candidates selected for an interview will be contacted. No phone calls, please.

CTAC is committed to employment equity and encourages applications from people living with HIV and/or hepatitis C; visible minorities and people with culturally diverse backgrounds; people of all gender identities and sexual orientations; and people with disabilities.