

	<b>Position:</b> <b>Policy Associate – Economic Policy and Innovation</b>	<b>Effective Date:</b> <b>December, 2017</b>
	<b>Reports To:</b> <b>Executive Vice President</b>	

**JOB SUMMARY:**

Provides support to the Council Policy team on research, analysis and development of papers and other products on federal and provincial economic and innovation policies.

**MAJOR RESPONSIBILITIES:**

- Undertakes research and analysis of a range of priority issues for the Council with a focus on policies related to economic growth, innovation and disruptive technologies;
- Provides input and drafts briefing notes, backgrounders, issue and discussion papers, submissions to Task Forces or Parliamentary Committees, presentations, correspondence, communications material;
- Provides advice on issue management and strategy development;
- Liaises, as required, with government officials, and private and public sector stakeholders;
- Develops and maintains an active network of relationships in the federal and provincial governments, trade associations and NGO's and interacts with them to gather information;
- Identifies emerging opportunities to enable the Council to effectively manage and promote its policy ideas and objectives;
- Actively monitors and advises the VP's on pertinent activity in the federal and provincial policy and legislative environment and their potential effects on member companies.

**MINIMUM QUALIFICATIONS:**

- Degree in Economics – degree in related fields considered
- 3-5 year experience in public or private sector

**TECHNICAL KNOWLEDGE/EXPERIENCE:**

- Recent experience (i.e. acquired within the last 4-5 years) undertaking research and analysis, formulating policy advice and drafting papers and reports;
- Excellent computer skills including facility with Excel and Power point;

- Familiarity with latest economic literature on productivity, innovation and technology;
- Private sector experience in corporate strategy or government relations role an asset;
- Bilingual capacity an asset.

**BEHAVIORAL:**

**Demonstrated ability to apply the following behavioral competencies on the job:**

**Teamwork:** Working effectively and productively with others;

**Effective Communications:** Oral and written skills to enable clear, succinct and understandable communications;

**Interpersonal Skills:** Effectively communicating, building rapport and relating well to peers, superiors and stakeholders;

**Flexibility:** Agility in juggling priorities and adapting to change;

**Organization and planning:** Utilizing logical, systematic and orderly procedures to meet objectives;

**Creativity and Innovation:** Adapting traditional or proposing new approaches and models.