



Position Profile

Position:	Policy Analyst
Reports to:	Director, Policy
Profile Date:	September 2018

The Canadian Centre on Substance Use and Addiction (CCSA) changes lives by bringing people and knowledge together to reduce the harms of alcohol and other drugs on society. We partner with public, private and non-governmental organizations (NGOs) to improve the health and safety of Canadians. An NGO with a national focus, CCSA's vision is for a healthier Canadian society where evidence transforms approaches to substance use.

Reporting to the Director, Policy, the Policy Analyst (PA) is responsible for leading activities that contribute to the success of strategic initiatives and that support the development and implementation of evidence-informed policy and practice. The PA supports CCSA's mandate by monitoring, analyzing and sharing information on trends, research and developments in public policy and practice relevant to substance use. The PA may represent CCSA on various expert committees and working groups to provide advice and expertise related to policy considerations, implementation and impact.

Responsibilities

- Identifies and provides timely strategic information and advice on current and emerging policy issues relevant to CCSA's work
- Conducts strategic outreach to build a diverse network of partners related to CCSA's policy work
- Conducts analysis and develops recommendations to inform and promote evidence-informed policy and practice related to substance use
- Applies an understanding of government, partner and organizational policy initiatives to develop, review and edit documents for presentations and publications, as assigned by the director
- Plans and conducts policy analyses on specific aspects of substance use, problematic substance use and addiction relevant to the organization's strategic directions and priorities
- Identifies and coordinates opportunities for CCSA to lead or contribute to evidence-informed policy related to substance use
- Represents CCSA in informing policy dialogue with various stakeholders (e.g., participation on expert committees and working groups, conferences, etc.)
- Presents policy analyses and recommendations at conferences, workshops and symposia
- Monitors and assesses emerging federal and provincial trends and legislative shifts related to substance use policy
- Works in close collaboration with CCSA's Public Affairs and Communications division to ensure integrated messaging and support for all policy initiatives, and to support effective government relations



- Works in close collaboration with CCSA's Strategic Partnerships and Knowledge Mobilization division to support the impact of CCSA's knowledge products and partnership initiatives in enabling evidence-informed policy
- Works in close collaboration with CCSA's Research division to synthesize the policy implications of CCSA's research initiatives
- Works in close collaboration with in-house evaluation and performance monitoring resources to conduct impact analyses of new research directions vis-à-vis existing policies in the substance use and addiction field
- Responds to requests for information and advice from other CCSA staff
- Other duties as assigned by the Director, Policy

Qualifications

- Master's degree in health, social sciences, public policy, administration or related disciplines, or combination of education and experience
- 3–5 years' experience in policy analysis and development or related role
- Demonstrated ability to perform knowledge syntheses and critically appraise and evaluate research
- Knowledge of federal and provincial legislative affairs, responsibilities and processes
- Ability to conduct critical policy analysis, and to develop and support evidence-informed recommendations for action
- Effective oral and written communication skills
- Effective interpersonal skills with all levels of staff, senior leaders and external stakeholders, including government, political, service provider, research, industry and other groups
- Strong analytical skills, especially in support of strategic planning and decision making
- Strong time management skills
- Experience with project management

Assets

- Policy or research background and experience related to substance use
- Bilingualism (French/English)

Consideration of candidates will begin immediately and will continue until the position is filled. Interested candidates should submit a résumé and covering letter by email to hr@ccsa.ca. We thank all respondents; however, only those candidates selected for an interview will be contacted.



Canadian Centre
on Substance Use
and Addiction

CCSA was created by Parliament to provide national leadership to address substance use in Canada. A trusted counsel, we provide national guidance to decision makers by harnessing the power of research, curating knowledge and bringing together diverse perspectives.

CCSA activities and products are made possible through a financial contribution from Health Canada. The views of CCSA do not necessarily represent the views of the Government of Canada.