



Role Profile – Senior Policy and Research Analyst

Purpose:

The Senior Policy and Research Analyst is responsible for researching and analyzing trends in a variety of areas impacting NNAS, preparing reports on selected topics and developing policies at the governance and operational levels.

Reporting:

Executive Director

Overall Accountability:

- Researches, prepares and updates governance policies to assist in ensuring appropriate governance of organization
- Researches, drafts and updates operational policies to ensure effective administration and management of organization
- Researches, drafts and updates assessment policies to ensure assessment process is efficient and meets the highest standards
- Assists in the development and monitoring of key performance measures to assist Executive Director measure organizational performance, including the performance of key contractors
- Analyzes trends, primary and secondary source data and prepares reports on a wide range of topics to support operational and strategic planning
- Builds and maintains strong partnerships with selected key stakeholders to further NNAS' strategic goals
- Develops and assesses needs, evaluates programs using a variety of methodologies
- Conducts or manages external contractors to conduct environmental scans to identify trends impacting NNAS, including immigration policy and trends, health human resource policy and trends, trends in nursing including migration of nurses
- Supports committees, working groups, task forces and Board Committees
- Prepares annual operational plans
- Undertakes special projects and supervises contractors
- Liaison with a wide range of groups and organizations
- Represent NNAS to stakeholder groups

Skills

- Graduate degree in social sciences, public administration, nursing administration or a related discipline.
- Excellent qualitative and quantitative research skills
- Excellent problem-solving and analytical skills
- Excellent written and verbal communication skills, with well-developed presentation skills

- Proven ability to synthesize information from a variety of sources
- Excellent policy development skills at the governance and operational levels
- Excellent project management skills
- Self-managing and highly motivated
- Ability to prioritize and structure work
- Excellent time management skills, including the ability to meet strict deadlines
- Proven ability to work with a high degree of independence in a virtual office environment
- Team player with strong experience leading and contributing to teams
- Experienced at developing and managing relationships with key stakeholders
- Ability to communicate in both official languages considered an asset

Knowledge

- Strong background in at least one of the following areas: health human resource planning, immigration policy, professional self-regulation, credential assessment
- Knowledge of nursing profession in Canada and internationally
- Knowledge of the immigrant experience
- Thorough knowledge of social science research methodologies, including survey research methods, secondary source analysis and focus groups
- Proficient at using a variety software programs, including Word, Power Point, Excel and other research programs

Conditions of Employment

- Must be legally entitled to work in Canada
- Must be willing and able to work overtime including evenings and weekends when required
- Must be able to travel
- Must be able to provide home office and work in a virtual workplace environment