

## Senior Policy Analyst

### About the IOG

The IOG is Canada's independent organization dedicated to advancing and applying good public governance.

Our passion is making public sector governance in Canada stronger, to serve Canadians better.

At the IOG, we know how to apply good public governance structures, processes, and practices that work for public sector organizations and the public servants who work within them.

### The Role

The IOG is looking to bring a **Senior Policy Analyst** to the team. In this position, you will be responsible for providing quality research, written analysis and contributing to various governance and policy-related projects. You'll be heading the research on Canadian and international governance, analyzing the findings, writing pieces, and creating reports, briefings, and presentations. The role requires an analytical and strategic self-starter, with excellent written and verbal communication skills, and a strong understanding of public policy and governance issues. This is a full-time, permanent role within a hybrid work environment in Ottawa, Ontario.

### Key Responsibilities:

- **Policy Analysis:** Analyze and develop governance and public policy options and advice for our clients.
- **Research and Reporting:** Contribute to applied research projects by conducting research on various aspects of public policy and governance; prepare findings for inclusion in applied research reports. This includes developing applied research tools such as interview and focus group guides, as well as interview questionnaires.
- **Team Collaboration:** Participate in project teams, contributing to analysis and report writing.
- **Project Design:** Participate in the design, development, and management of diverse projects.
- **Project Proposals:** Participate and contribute to the development of business proposals.

### Key Qualifications:

- Master's degree in political science, Public Administration, or a related field.
- Strong understanding of Canadian public administration, political science, and governance issues.
- Knowledge of social science research methodologies.

- Proficiency in contemporary research methods, writing, and presentation platforms, and familiarity with various OS platforms.
- Excellent research and analytical skills.
- Strong critical thinking skills.
- Excellent written and spoken English; proficiency in both official languages is an asset.
- Ability to work independently and in a team, demonstrating self-reliance and initiative.
- Willingness to travel, as required.

**What We Offer:**

- A collaborative and respectful team environment.
- Hybrid work environment.
- Starting at three weeks of annual vacation.
- Mobile Device & Home Office Equipment Allowance.
- Comprehensive Health Benefits Plan.
- Free participation in all IOG learning programs.
- Opportunities for career advancement and contributing to stronger public governance in Canada.

**Salary: \$65,000 – \$75,000 per annum**

**To Apply: Submit your CV to [careers@businessherpagroup.com](mailto:careers@businessherpagroup.com).**

*We are an equal opportunity employer committed to the principles of Employment Equity. We encourage applications from qualified applicants of all genders, including visible minorities, Aboriginal persons, and persons with disabilities. Accommodations are available upon request for candidates participating in all aspects of the selection process.*