

## POSITION AVAILABLE

### RESEARCHER AND POLICY ANALYST CANADIAN TEACHERS' FEDERATION

The Canadian Teachers' Federation (CTF) is seeking a Researcher and Policy Analyst to join its research team. Reporting to the Director of Research and Professional Learning, the Researcher and Policy Analyst should be highly skilled with a keen interest in publicly funded public education and the teaching profession.

The ideal candidate will be an experienced educational or public policy researcher or analyst who meets the following requirements:

- Minimum of 5 years of experience conducting educational or labour research in Canada and familiarity with CTF and its Member organizations;
- Sound knowledge of the teaching profession or labour movement, particularly in Canada, including: priorities for teachers and other education professionals, challenges to the profession, collective bargaining, and professional learning;
- Proven track record of developing high-impact research and initiatives (including publications) in education, public policy, or labour;
- Excellent oral and written communication skills;
- A creative, and strategic thinker, able to make sound decisions under pressure;
- Strong initiative, good judgment, tactfulness and political acumen;
- Strong organizational skills and ability to prioritize and work with little supervision;
- Excellent computer skills (MS Word, Excel, SharePoint, and Outlook);
- Good interpersonal skills and desire and ability to work in a team.
- Supporting the principle of high quality publicly funded public education and recognizing the contribution of unions to society.

Special consideration may be given to candidates who are bilingual (English and French) or possess a teaching background.

Responsibilities will include, but not be limited to:

- Conducting educational research: taking research from concept to publication by managing study quality, resources, project plans and writing;
- Contributing to the development and realization of annual research plans for CTF;
- Managing and conducting research projects including developing work plans with CTF Member organizations and/or partners, drawing up and overseeing budgets, conducting quantitative or qualitative research, analyzing data, writing reports, and presenting findings;

- Producing various documents (e.g. reports; briefing notes; conference, discussion, and position papers; speaking notes; meeting agendas; articles; memoranda; action plans; budgets) in English or French for various groups, including the CTF President, the Board of Directors and other official governing bodies, CTF Member organizations, etc.;
- Responding to requests for information from CTF Member organizations and various departments of CTF on a range of educational matters;
- Working with the CTF National Teacher Research Network;
- Contributing to updating CTF's private members site (regarding collective agreements, pensions, and priority issues for teacher organizations);
- Organizing and conducting workshops related to CTF research;
- Contributing to various CTF projects and initiatives, such as conference planning and resource development.

CTF offices are located in Ottawa. Therefore, the successful candidate must work in Ottawa. Following a three-month probationary period, the position is a permanent one that comes with a competitive salary and a full range of benefits. Duties begin June 4, 2018. CTF welcomes applications from persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates are invited to submit a cover letter and résumé, along with the names and contact details of three references, to CTF Deputy Secretary General Sylvain Cléroux, electronically via Sandra Lane, Executive Assistant, at [slane@ctf-fce.ca](mailto:slane@ctf-fce.ca).

All applications must be received no later than noon on April 5, 2018 (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview.

Founded in 1920, the CTF is a national alliance of provincial and territorial Member organizations that represent over 238,000 teachers across Canada. CTF is also a member of the 32-million member Education International.