

JOB OPPORTUNITY

RESEARCHER AND POLICY ANALYST CANADIAN TEACHERS' FEDERATION

The Canadian Teachers' Federation (CTF/FCE) 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' experience conducting educational or labour research in Canada;
- Familiarity with the CTF/FCE 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, PowerPoint, SharePoint, and Outlook);
- Good interpersonal skills and desire and ability to work in a team;
- Supports the principle of high quality publicly funded public education and recognizes 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 possibly include, but not be limited to:

- Conducting educational research: taking research from concept to publication by managing study quality, resources, project plans and writing;
- Conducting quantitative or qualitative research, analyzing data, writing reports, and presenting findings;
- Responding to requests for information from CTF/FCE Member Organizations and various departments of the CTF/FCE on a range of educational matters;
- Working with the CTF/FCE National Teacher Research Network;
- Contributing to updating the CTF/FCE's private Members' site;

- 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/FCE President, the Board of Directors and other official governing bodies, CTF/FCE Member Organizations, etc.;
- Organizing and conducting workshops related to CTF/FCE research;
- Contributing to various CTF/FCE projects and initiatives, such as conference planning and resource development.

CTF/FCE 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 annual salary of \$106,171 and a full range of benefits. Duties begin **February 16, 2021**.

Interested candidates are invited to submit a cover letter, résumé, and writing sample (e.g.: excerpts, publication), along with the names and contact details of three references, to the CTF/FCE electronically at HR_RH@ctf-fce.ca

All applications must be received no later than noon on **January 11, 2021** (Eastern Time). We thank all of those who apply for this position. Selected candidates will be contacted for an interview to be held on **January 21, 2021**. A written exercise will be completed online before the interview.

The CTF/FCE is committed to building a skilled and diverse workforce that is reflective of Canadian society. As such, we promote employment equity and encourage candidates to indicate in their application if they identify as members of an equity-seeking group.

The CTF/FCE is also committed to creating inclusive selection processes and workplaces that are free of all obstacles. If the CTF/FCE contacts you about a job opportunity or interview, please inform them immediately of the accommodation measures that should be considered in order to assess your application in all fairness. Information received with regard to accommodation measures will be treated confidentially.

Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member Organizations that represent over 300,000 teachers across Canada. The CTF/FCE is also a member of the 32-million member Education International.