

**CANADIAN TEACHERS' FEDERATION***INVITES APPLICATIONS FOR THE POSITION OF***RESEARCHER AND POLICY ANALYST**

The Canadian Teachers' Federation (CTF/FCE) is seeking a Researcher and Policy Analyst to join its staff team on a permanent basis. Reporting to the Director of Research, Labour Relations, and Professional Issues, the Researcher and Policy Analyst should be a highly skilled professional with a keen interest in publicly funded public education and the teaching profession, who values the contributions of unions to the society.

The ideal candidate will have the following qualities, knowledge, experience, and abilities to perform the duties assigned on the Research, Labour Relations, and Professional Issues team and the broader CTF/FCE team.

- Minimum of 5 years' experience conducting educational or public policy research in Canada;
- Excellent communication skills in English and French, both oral and written, at a level which allows them to work in both languages as may be required;
- Sound knowledge of publicly funded public education, teaching profession and/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 qualitative research and initiatives (including publications) in education, public policy, or labour;
- Familiarity with the CTF/FCE and its Member and Associate Organizations;
- Highly proficient in Microsoft Teams, Word, PowerPoint, SharePoint and other digital tools, including presentation tools;
- Creative, and strategic thinking and an ability 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 interpersonal skills and desire and ability to work in a team;
- Qualification and experience as a teacher will be considered assets.

**Responsibilities may 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 and qualitative research, analyzing data, writing reports, and presenting findings;
- Responding to requests for information from CTF/FCE Member and Associate 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 and Associate 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;
- Other tasks related to the broader work of the CTF/FCE.

Duties begin **February 2023**, with a competitive annual salary of \$110,460 and a full range of benefits. This permanent position is Ottawa-based, where the CTF/FCE offices are located on the traditional unceded territory of the Algonquin Anishinaabe People. The CTF/FCE acknowledges the Truth and Reconciliation Commission Calls to Action and commits to furthering the work of reconciliation. The successful candidate must work primarily at the CTF/FCE building.

The CTF/FCE is committed to diversity, equity, and inclusion. As such, the CTF/FCE is committed to building a skilled, diverse workforce reflective of Canadian society. We promote employment equity and encourage candidates to indicate voluntarily on their application if they identify as a member of an equity seeking group. The CTF/FCE values each community member's identity and well-being. Accommodations will be provided upon request to support applicants with disabilities throughout our recruitment process. Should you require an accommodation, please advise us during our initial communication and we will work to meet your needs.

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 Assistant Executive Director Claudia Guidolin, electronically at [HR\\_RH@ctf-fce.ca](mailto:HR_RH@ctf-fce.ca).

All applications must be received no later than **noon on January 19, 2023** (Eastern Time). We thank all of those who apply for this position. All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.

*Founded in 1920, the CTF/FCE is a national alliance of provincial and territorial Member and Associate Organizations that represent over 365,000 teachers across Canada. The CTF/FCE is also a member of the 32-million-member Education International. As a federation of teacher organizations, the CTF/FCE promotes and supports quality inclusive publicly funded public education, in all its forms. We uphold teaching as a profession and advocate for adequate resourcing, labour rights, and social justice, across Canada and around the world. The current strategic plan of the CTF/FCE has four broad goals: to continue to improve support for and engagement of Member and Associate Organizations and – by extension – more of the 365,000 teachers and educators CTF/FCE represents; to further enhance the connections and collaboration with Member, Associate, and Partner Organizations; to increase the CTF/FCE voice and visibility advocating for quality accessible inclusive publicly funded public education, social justice, and the rights of teachers and education workers; to continue internal and operational improvements.*