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With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Job Opportunity

Policy and strategic engagement analyst

The person in this position provides leads, policy reviews and analysis and strategic engagement activities that support the activities, mandate and strategic objectives of the Canada Foundation for Innovation (CFI).

Reporting to the Director of Policy and Strategic Engagement and working closely with directors and staff from other CFI teams, including senior management, the incumbent is responsible for providing expert technical and strategic advice for program and/or policy development, and for developing and supporting relations and networks with staff and officials of national and international research organizations.

Key activities:

Working with the Director of Policy and Strategic Engagement, the Policy and Strategic Engagement Analyst prepares high quality and timely deliverables for senior management.

Specifically, the incumbent will contribute in the following ways:

Policy analysis:

- Lead environmental scans and reviews of developments in national science, research and innovation and provide advice to management in the form of briefing documents and draft position papers in support of policy, program and/or communications initiatives
- Monitor political developments in parliamentary and governmental forums and leading private-sector actors (e.g., associations and advocacy groups) that concern science, research and innovation
- Develop recommendations for changes or updates to funding programs and related policies to ensure that they continue to respond to the expectations and requirements of stakeholders
- Represent the business unit in project teams and working groups responsible for the development of program initiatives and policies

Strategic and corporate planning:

- Prepare the annual corporate plan in consultation with staff and directors
- Support the director on strategic planning exercises and development of funding and budgetary proposals
- Support the director in the recruitment and supervision of junior staff (i.e., co-op students and interns)

Strategic and international engagement:

- Lead environmental scans and reviews of international developments in science, research and innovation and provide advice to management in the form of briefing documents and draft position papers in support of policy, international program, and/or communications initiatives
- Provide risk assessments and evaluations and make recommendations for international engagements, official relationships and collaborations
- Advise the director on matters relating to the organization's international activities and act as the point of contact and representative in meetings with foreign visitors, dignitaries and officials
- Support the director in negotiations and discussions with foreign governments and leading international science, research and innovation actors and international organizations
- Work with other business units to develop material supporting international relationships and engagements

Skills and knowledge:

- Knowledge of the mandate, mission and activities of the CFI
- Knowledge of the organization and functioning of the Canadian federal and provincial governments
- Knowledge of the Canadian and international research and innovation ecosystems and key organizations involved in research, science and technology
- Knowledge of the principles, methods and practices of public policy development

Requirements:

The incumbent shall have:

- A university degree in a related discipline, preferably at the master's level
- A minimum of five years of experience working in government, consulting, not-for-profits or academia
- A minimum of five years of experience preparing and providing recommendations to senior management on complex policy issues
- A minimum of five years of experience developing and maintaining partnerships with internal and external partners
- A minimum of five years of experience in monitoring and analyzing an array of policy and socioeconomic factors impacting the science and research ecosystem
- Proficiency in the use of qualitative and quantitative information for policy analysis
- Strong ability to communicate orally and in writing in both official languages
- Experience with the practices associated with strategic planning

Assets:

The following would be considered assets

- Experience negotiating agreements with a variety of partners inside or outside government
- Knowledge of the international research and innovation ecosystem

Language skills:

Writing, editing and proofreading skills as well as strong attention to detail are essential. Please indicate your current proficiency for these skills in both English and French.

Total compensation:

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

These are positions in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.

Please send your CV and cover letter by end of day on May 7, 2025, to:

Eric Desjardins
Director of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](https://www.innovation.ca) and our "[Careers](#)" page for more information about the CFI.