

Reports to: Manager of Communications & Outreach

Hours of Work: Full Time, 1950 hours annually

Term: 12 Months

Salary range (bi-weekly): \$3,225.20 – \$4,138.95

Scope of the Position: UNIFOR 191

Reporting to the Manager of Communications & Outreach, the Research & Policy Analyst brings an analytical lens to Operations and Governance activities of the Association by providing independent research and support services. This position works closely with the President, Executive Director, communications and labour relations staff to identify and provide strategic research and analysis on priority areas, emerging issues and opportunities to advance the Association's broad goals and mission. Incumbents have lead responsibility for the development and implementation of research projects and work with administrative staff where relevant data entry or retrieval is required.

The incumbent is expected to develop and implement member and public surveys; identify, track and evaluate relevant data and indicators from diverse sources; contribute to reports and briefing notes for MAHCP leadership on priority or emerging issues; contribute background information and relevant data for strategic communications; and provide other research and analysis as needed in support of specific MAHCP activities including but not limited to collective bargaining, MAHCP policy development and analysis, various operational goals and member service.

Specific duties and responsibilities of this position are:

- Develop and conduct research assignments, including statistical and interpretive data analysis
- Collect, compile and analyze information from diverse sources, including information requests to government bodies, regulators, professional associations, unions, MAHCP members and other primary and secondary sources as proactively identified
- Identify emerging issues that may impact organizational priorities or present opportunities to advance specific objectives
- Contribute to organizational response on key government and employer initiatives
- Provide policy and strategic communications advice, input and recommendations based on research conducted and/or as requested
- Identify opportunities and provide recommendations for member engagement related to current or emerging issues
- Prepare briefs, reports and other materials for senior staff or Executive Council as assigned
- Lead the planning, development and implementation of research tools and analyze results, including but not limited to surveys, polls and focus groups
- Keep current on information related to Allied Health professions and broader labour relations and health care environments within Manitoba and in comparable jurisdictions, including but not limited to: labour and health-care legislation; negotiations; collective agreements; economic indicators; salary scales; patient- and profession-specific

demographics; changing health-care environment; workplace health and safety, including staffing levels; Allied Health staffing shortages; recruitment and retention; education/training models; allied organizations

- Identify and maintain database of relevant statistical and issue-related sources, developing and running reports as needed
- Perform any other related duties consistent with this classification as assigned.

Qualifications:

- Bachelor's degree in Social Sciences or other relevant field with research component required.
- 5-10 years of experience in research and policy analysis with demonstrated success, including project management experience.
- Strong analytical, research and problem-solving skills.
- Excellent verbal and written communication skills for preparing and presenting information.
- Demonstrated ability to work in a fast-paced, collaborative team environment.
- Proficient with Microsoft Excel/Word and experience with database applications.
- Familiarity with labour relations and/or the labour movement preferred.
- Experience in a union, non-profit organization or government will be an asset.
- Energy, creativity and initiative to develop and implement innovative solutions to challenges faced by the Association.
- Passion, personal alignment, and commitment to the mission of MAHCP.

Benefits as per the UNIFOR 191 Collective Agreement.

Please submit your resume and cover letter to **Keely Richmond, Executive Director** at keely@mahcp.ca or by mail, **101-1500 Notre Dame Ave., Winnipeg, MB R3E 0P9** by **February 28, 2023**. Only candidates selected for an interview will be notified.