

Position Title: Research & Policy Analyst (One-Year Term)  
Reports To: Executive Director  
Union Affiliation: UNIFOR Local 191

## 1. Position Summary

Reporting to the Executive Director, 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 collaborates closely with the President and Executive Director and all 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 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.

## 2. Key Responsibilities

- Develop and conduct research assignments, including statistical and interpretive data analysis.
- Collect, compile, and analyze information from diverse sources, including information obtained through requests to government bodies, regulators, professional associations, unions, MAHCP members and other proactively identified primary and secondary sources.
- 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.
- Provides operational support to Labour Relations functions as needed.
- Perform any other related duties consistent with this classification as assigned.

### 3. Qualifications and Technical Competencies

- 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 critical thinking 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 Microsoft365 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.

4. Working Conditions

- Office environment.
- Travel required.
- Varied hours of work.

5. Compensation

As per UNIFOR 191 Collective Agreement.

***Please note: This is a one-year term position.***

**To Apply:**

**Please submit your application to the attention of Keely Richmond, Executive Director, via [careers@mahcp.ca](mailto:careers@mahcp.ca) no later than Tuesday, March 31, 2026.**