

Position: Policy Analyst
Location: Toronto, ON - RHRA operates in a hybrid working environment
Status: Full-time, Permanent
Salary: Commensurate with experience, target salary range of \$75,000 – 85,000 per year

ABOUT THE RHRA

The Retirement Homes Regulatory Authority provides an umbrella of protection to more than 70,000 seniors living in licensed retirement homes across Ontario. We are an independent, not-for-profit organization that makes sure Ontario's retirement homes are following the *Retirement Homes Act, 2010* (the Act) on behalf of the Government of Ontario. We work closely with the Government of Ontario, community partners and agencies to ensure that residents of retirement homes live in dignity and have the support and knowledge needed to make informed choices about their care options.

Are you motivated to make integral contributions to a best-practice organization, through ownership and accountability of key policy initiatives that advance achievement of a regulatory mandate and, which makes a difference in people's lives?

Reporting to the Deputy Registrar, the Policy Analyst is responsible for leading and/or supporting RHRA's policy development initiatives. This includes leading or supporting policy analysis and stakeholder consultations, development of recommendations for senior management, preparing internal and external educational materials, and preparing RHRA's policy positions on issues that advance RHRA's mandate.

MAJOR DUTIES AND RESPONSIBILITIES

- Supports all aspects of policy development including the conceptualization, development and evaluation of policies through research, analysis and stakeholder engagement.
- Identifies and analyzes complex issues and trends pertaining to the Act and the retirement homes sector, to formulate policy options and recommendations. Conducts environmental and jurisdictional scans and keeps abreast of relevant issues for Ontario's retirement homes sector and seniors' issues.
- Analyzes stakeholder feedback and internal qualitative and quantitative RHRA data to identify policy issues and recommendations.
- Supplements internal data by proactively employing external qualitative and quantitative research where appropriate. Conducts research on issues related to Ontario's retirement homes sector using a variety of sources, including performing literature reviews.
- Prepares policy briefing notes, papers, reports and other documentation and, under direction, makes presentations to Management and Government to support the RHRA mandate.
- Participates on and supports the operations of the RHRA's cross-functional Policy Review Team and the Policy Steering Committee.
- Synthesizes research in clear and concise materials and presents findings to internal partners and senior management and tracks and maintains up to date files on evolving issues and trends.
- Works closely with the Public Affairs team to develop and implement tailored stakeholder engagement and outreach plans.
- Collaborates with staff from other RHRA functions to gather and analyze input and feedback on policy development and research initiatives.
- Supports the proactive development of educational and outreach materials for internal and external audiences.

- Supports engagements and partnerships with Government and stakeholders on policy initiatives.
- Supports partnerships by liaising with internal and external stakeholders, understanding concerns, and gathering input and feedback on regulatory and policy initiatives.

QUALIFICATIONS AND COMPETENCIES

- A Bachelor's degree in a relevant discipline (Master's degree preferred) and at least 5 years' relevant work experience, or equivalent of education and experience.
- Strong knowledge and demonstrated experience in policy development and research tools to conduct policy analyses and support the development of programs and practices in the organization.
- Ability to evaluate the impact of policy proposals on stakeholders and identify opportunities for consensus on mutual issues.
- Experience in a regulatory and/or public service policy environment preferred. Solid understanding or ability to quickly learn the Act and its regulations, in order to effectively interpret the RHRA's requirements.
- Experience in and/or understanding of Ontario's retirement homes sector, seniors' services sector, or related sectors (health, housing, community services, etc.) preferred.
- Knowledge of or interest in issues impacting residents of Ontario's retirement homes and the sector.
- Excellent analytical, problem-solving, and critical thinking skills
- Excellent writing, editing and proofreading skills to develop clear, concise and accurate documentation, and to use audience-appropriate language and formats to convey complex information and recommendations accurately and appropriately.
- Excellent verbal communication skills to articulate and present requirements, actively listen and facilitate discussions at all levels internally with staff and externally with stakeholders.
- Solid ability to prepare and present complex analyses that will support preparation of detailed policy frameworks, recommendations and preparation of briefing papers.
- Judgment, political acuity, tact and diplomacy in communicating, discussing and influencing decision-makers.
- Proven research skills to explore, monitor, analyze and synthesize a broad range of issues, trends and directions, and interpret relevant information from a variety of sources.
- Excellent facilitation and interpersonal skills.
- Self-directed and proven ability to work independently to produce complex program documentation deliverables for the organization, most times from scratch.
- Excellent project management skills: organizational, planning, time management and multi-tasking skills, including the ability to handle multiple, concurrent issues, projects and deliverables with competing deadlines.
- Highly motivated and demonstrated ability to work to tight deadlines.
- Demonstrable accuracy and thoroughness in the delivery of quality work.
- Proficiency in Microsoft Office productivity tools (Word, Excel, PowerPoint, Outlook, Visio).
- Bilingualism (French/English) considered an asset.

Other Requirements: Satisfactory Professional and Criminal Reference Checks. RHRA currently operates in a hybrid work environment with the expectation of a minimum of being on site at the RHRA's Toronto Office on Wednesday of each week. Required office equipment (laptop, headset,

softphone) will be provided. Please note that applicants who receive any conditional offer of employment from RHRA may be required to provide proof that they are double vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. RHRA will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the Human Rights Code.

*Interested candidates may submit **their cover letter and resume to careers@rhra.ca by March 19, 2025.***

RHRA has a diverse workforce and is an equal opportunity employer. We welcome and encourage applications from people with disabilities and, accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants; however, only those under consideration will be contacted.

The RHRA offers a great working environment, learning and development opportunities, work-life balance and, a competitive compensation and benefits package.
