

*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## Job Opportunity

### Director of Policy and Strategic Engagement

The purpose of this role is to provide advice through the development of briefs and analyses in order to ensure that the CFI achieves its mandate and strategic objectives.

The incumbent reports to the Vice-President, Programs and Planning, and works closely with other members of the senior management team, including the Vice-President, External Relations and Communications, and the Vice-President, Finance and Corporate Services.

The incumbent is responsible for:

- Identifying areas where program and/or policy development is required;
- Assembling and leading teams to develop specific initiatives;
- Coordinating appropriate strategic and/or policy responses to changes in the research environment; and,
- Supporting efforts to implement CFI policies.

They also provide leadership for the CFI to engage meaningfully with the global research community and funding agencies outside Canada. They do this by identifying, cultivating and sustaining networks and relationships with a wide range of senior officials at Canadian and international granting agencies, organizations and research institutions.

#### Key responsibilities and accountabilities

##### Organizational

- Lead the development of strategic plans, funding requests and the Corporate Plan;
- Research the evidence and develop position papers in support of advocacy initiatives and community consultations;
- Provide leadership, direction and advice for the identification and implementation of strategic priorities;
- Work with External Relations and Communications and other CFI units to develop analytical content for communications activities and to respond to external requests and planning requirements;
- Monitor changes to the Canadian research enterprise and undertake studies to inform

strategic directions and program design;

- Develop proposals for changes to CFI policies and funding mechanisms to ensure alignment of the organization's programs with stakeholder requirements;
- Lead and/or participate in project teams and working groups responsible for the development of program initiatives and policies;
- Develop and maintain productive relationships with policy staff at various federal government agencies and departments, and participate in interagency groups and initiatives.

#### **International**

- Conduct environmental scans of international research trends, initiatives and developments to inform CFI policy, program initiatives and international relations;
- Review and analyze risks and benefits of international engagement, official relationships and collaborations;
- Advise the President and senior CFI officers on matters relating to the organization's international activities;
- Serve as principal staff liaison and negotiator with international organizations such as the European Commission, the International Conference on Research Infrastructures and UK Research and Innovation;
- Provide expert advice and recommendations to staff concerning international relations;
- Serve as the primary point of contact and information for foreign visitors, dignitaries and officials visiting the CFI;
- Represent the CFI at national and international meetings and advise the President and senior officers of opportunities for collaboration and other mutually beneficial interactions;
- Represent the CFI's interests, both domestically and internationally, at stakeholder, interagency and departmental meetings.

#### **Supervision**

- Supervise, assign duties to and assess performance of the policy analyst and other personnel of the unit;
- Engage and oversee the work of experts and external consultants as necessary.

#### **Knowledge requirements**

- Knowledge of theories, principles and practice of public policy development and scientific research and analysis;
  - Knowledge of the international research environment;
  - Working knowledge of the Canadian federal bureaucracy and key organizations involved in research and science and technology;
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## Director of Policy and Strategic Engagement

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- Ability to connect policy with the CFI's mandate, strategic objectives and programs;
- Strong understanding of the CFI's mandate, strategic objectives, and programs;
- Ability to uphold standards of excellence in all activities;
- Expertise in strategic planning; and,
- Master's degree or higher.

### **Skill requirements**

- Strong oral and written communication skills in both official languages is mandatory;
- Ability to analyze complex information, identify issues and opportunities, and develop recommendations;
- Ability to think and work proactively both as a team leader and member;
- Ability to work collaboratively and build partnerships with internal clients and external partners;
- Ability to maintain ongoing networks of contacts and represent CFI interests in external activities;
- Ability to be flexible
- Excellent presentation skills; and,
- Excellent project management skills.

### **Salary**

Salary will be commensurate with qualifications and experience

**Please send your CV and a covering letter by end of day on September 8, 2020 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation, 55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 5E4  
Fax: (613) 943-0923  
hr@innovation.ca

*We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.*

*The Canada Foundation for Innovation supports official language and employment equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.*

*Visit our website, [Innovation.ca](http://Innovation.ca) for more information about the CFI.*