



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)** is an intergovernmental body providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

### **BILINGUAL ANALYST, POSTSECONDARY EDUCATION AND ADULT LEARNING**

**Full-time, permanent**

**Current annual salary range: \$62,634–\$87,554**

**Work arrangement can be remote, in-person, or hybrid**

In joining CMEC, you will be part of a dynamic, intellectually stimulating, and collegial environment, in an organization that is focused on enhancing the quality of education for all Canadians. You will work with government officials, international partners, and colleagues from across the organization and around the country.

The **Analyst** supports the work of the Postsecondary Education and Adult Learning (PSE-AL) unit in advancing the policy objectives, activities, and deliverables outlined under the CMEC PSE Strategy, as well as reporting on its interconnectedness to the CMEC Strategic Plan. This work includes several policy areas of education and encompasses pan-Canadian and international work in policy and data analysis.

The PSE-AL unit works directly with senior representatives of provincial, territorial, and sometimes federal ministries/departments to facilitate the preparation of briefing materials, annotated agendas, strategic vision documents, research summaries, and records of decisions; this work is carried out via a number of education-related committees. PSE-AL unit staff assist provinces and territories with the pursuit of goals related to high-quality, sustainable, responsive, accessible postsecondary education systems in Canada, both for pan-Canadian policy development and analysis and international representation. The Analyst drafts documents, analyzes data and information, occasionally conducts research, and collaborates on reports, as required.

This role will appeal to individuals with strong analytical, research, and writing skills, which are required to produce succinct briefing notes, tailored meeting materials, records of decisions, as well as occasional reports for a range of interested parties, including ministers of education, their staff, and the public. The Analyst role requires a strong ability to learn, integrate, and enforce processes and procedures for committee and working group meetings and communications. The successful candidate must also demonstrate the intellectual curiosity and rigour to monitor and investigate emerging developments in education in Canada.

This position reports directly to the Coordinator, Postsecondary Education and Adult Learning.

## Key responsibilities

1. Writing
  - Writes several types of documents for a range of audiences and in many different formats, including: research summaries, briefing notes, ministerial and deputy-ministerial meeting materials, records of decisions, correspondence, presentations
2. Process and project management
  - Develops and implements project timelines and critical paths, and coordinates the logistics and organization of in-person and virtual committee meetings
3. Research, analysis, and policy development
  - Conducts research: environmental scans; provincial, territorial, and federal policies and programs; academic papers; surveys; etc.
  - Distills research into salient points and summaries
  - Prepares policy options and recommendations, briefing notes, position papers, presentation packages for senior officials, based on quantitative and qualitative information
  - Compares and provides overviews of different educational regimes and policy environments
4. Engagement and collaboration
  - Consults with relevant units across the CMEC Secretariat and other interested parties as required to obtain information about current policies, legislation, statistics, etc.
  - Establishes and maintains ongoing communication with government officials
  - Liaises with provincial and territorial offices, appropriate federal departments and agencies, and relevant international and pan-Canadian organizations

## Key qualifications

- Superior skills in French and English, both oral and written (candidates will be asked to write a test in their second language and provide written samples)
- At least two years of experience in a relevant position
- University degree in a field that emphasizes research, analysis, and writing, or equivalent experience (a master's degree would be considered an asset)
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing a breadth and depth of knowledge in education
- Knowledge of government relations, structures, and policy, and/or experience in the education or public policy domains, with a particular interest in postsecondary education in Canada
- Knowledge of Excel and the ability to work with, analyze, and articulate data insights to produce and interpret quantitative and qualitative findings
- Exceptionally detail-oriented, with strong organizational skills; an ability to learn, integrate, and navigate complex procedural structures in committee and working group activities; and the ability to meet critical deadlines (project management experience is desirable)
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada, with a view to acquiring and sharing information, as well as supporting

committee Chairs and committee members in advancing shared priorities

The position offers a competitive salary based on experience, as well as a full benefits package, including:

- Competitive vacation allotment
- Twelve (12) paid statutory holidays
- Ten (10) paid sick days
- Five (5) paid personal days
- Personal wellness and professional development account (\$600 annually)
- Contribution towards employee's own retirement savings plan
- Health benefits
- Flexible work schedule, with the opportunity for hybrid or remote work

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), by **4:00 p.m. EDT, July 18, 2024**. For more information, visit us at [www.cmec.ca](http://www.cmec.ca).

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**CMEC is an equal-opportunity employer.**