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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 POLICY ANALYST, EARLY LEARNING AND ELEMENTARY-SECONDARY EDUCATION

Full-time, fixed-term contract for 20 months

Current annual salary range: \$64,513–\$90,181

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

This position is a member of the Canadian Office and Professional Employees Union (COPE) Local 343.

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 objective of the Early Learning and Elementary-Secondary Education (EL-ESE) unit at CMEC is to support the work of the council in advancing the policy objectives, activities, and deliverables outlined under the CMEC Strategic Plan and Implementation Plan.

The Analyst, EL-ESE, is responsible for the support of assistant deputy minister– (ADM) and director-level committees pursuing provincial/territorial objectives in this policy area. The mandate of the EL-ESE unit includes several areas of focus, such as EL-ESE outcomes, early childhood learning and development, student achievement, occupationally oriented education, curriculum analysis, digitalization and artificial intelligence (AI) in education, mental health and well-being, Indigenization in education, as well as a number of projects involving pan-Canadian and international data analysis.

The Analyst works directly with senior representatives of provincial, territorial, and sometimes federal ministries/departments on committees to facilitate the preparation of briefing materials, annotated agendas, strategic vision documents, research statements, and records of decisions, and to assist with the pursuit of goals related to EL-ESE systems in Canada, both for pan-Canadian policy development and analysis and international representation.

The Analyst analyzes data and information, occasionally conducts research, and collaborates on reports, as required. Additionally, and on an ad hoc basis, the Analyst supports and contributes to the broader policy work being carried out at CMEC.

Key responsibilities

1. Writing

- a. Writes several types of documents for a range of audiences, and in many different formats: research summaries, briefing notes, ACDME and CMEC meeting materials, records of decisions, correspondence, presentations

2. Project management

- a. Develops and implements project timelines and critical paths
- b. Coordinates the logistics and organization of in-person and virtual committee meetings

3. Research, analysis, and policy development

- a. Conducts research: environmental scans; provincial, territorial, and federal policies and programs; academic papers; surveys; etc.
- b. Distills research into salient points and summaries
- c. Prepares policy options and recommendations, briefing notes, position papers, presentation packages for senior officials, based on quantitative and qualitative information
- d. Compares and provides overview of different educational regimes and policy environments

4. Relations with interested parties

- a. Consults with interested and relevant parties to obtain information about current policies, legislation, statistics
- b. Establishes and maintains ongoing communication with government officials
- c. Liaises with provincial and territorial offices, appropriate federal departments and agencies, and relevant international and pan-Canadian organizations

5. Internal/external relationships and collaboration

- a. Maintains harmonious and collaborative relations:
 - i. with other Secretariat staff members
 - ii. with provincial and territorial administrative staff
 - iii. with members of committees and working groups

Key qualifications

- University degree in a field that emphasizes research, analysis, and writing, or equivalent experience (a master's degree would be considered an asset)
- A minimum of two years' experience in a relevant field. Such experience is typically gained through work at provincial/territorial ministries of education or in educational institutions
- Strong research, analytical, and conceptual abilities; ability to use qualitative and quantitative and statistical data/information to clearly convey information
- Superior oral and writing skills in both English and French

- Demonstrated ability to design and prepare effective information packages and presentation materials in support of briefings and international meetings
- Knowledge of the education systems in Canada, and familiarity with international educational organizations
- Good knowledge of intergovernmental organizational structure and communication and management protocols
- Knowledge of, and sensitivity to, federal and provincial/territorial intergovernmental relations
- Highly adaptable; able to respond to changes in program focus and associated assignments
- Excellent interpersonal skills
- Excellent organizational skills and ability to handle competing priorities and timelines
- Ability to work under tight deadlines and in high-pressure situations
- Highly developed problem-solving abilities
- Ability to exercise discretion and tact in sensitive and confidential situations and can be trusted to protect and maintain highly confidential and politically sensitive material

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, August 09, 2024**. For more information, visit us at 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.