

Policy and Program Advisor

The Ministry of Health is seeking a Policy and Program Advisors to lead, conduct, and participate in policy development, program design, and implementation of population and public health policies, programs and services in Ontario.

Why work for the Ontario Public Service?

The Ontario Public Service (OPS) is one of the largest employers in the province, employing more than 60,000 people. We have a wide range of meaningful and rewarding career opportunities in communities across Ontario. We welcome new ideas and new people, encourage learning and development, and reward achievement.

We offer:

- [Competitive compensation and benefits](https://www.gojobs.gov.on.ca/Pages/Compensation.aspx)
< <https://www.gojobs.gov.on.ca/Pages/Compensation.aspx> >
- Collegial and professional work culture
- Career growth and development opportunities across multiple business areas
- On-the-job training to support your success in the role

What can I expect to do in this role?

In this role, you will be:

- Providing research, analysis and support in conceptualizing, developing and evaluating innovative policies, programs, initiatives, regulations and/or legislation for population and public health
- Conducting research, monitoring, analysis and assessment of socio-economic and demographic data, funding models, indicators, statistics and other data required to support the Division and Ministry project initiatives
- Preparing budgets, and conducting costing and financial analysis to support development of policy options
- Monitoring, analyzing and assessing population and public health issues, trends and directions

Location: Toronto

How do I qualify?

Research and Analytical Skills:

- You have demonstrated skills in researching and analyzing quantitative and qualitative data, policies, programs, strategies, issues and trends
- You have demonstrated experience using research and analytical techniques, including literature reviews, survey techniques, performance measures and financial modelling
- You have proven analytical and writing skills to prepare complex analyses, detailed policy frameworks, draft materials for Cabinet submissions, recommendations, and briefing papers
- You have ability to understand and apply techniques of policy analysis and development, and program design and implementation

Communication and Interpersonal Skills:

- You have verbal communication skills to interact effectively, and to relay and exchange information
- You have demonstrated relationship management skills to work with internal and external stakeholders
- You have presentation skills to synthesize, prepare and present research results and analyses, policy/program design and financial submissions and briefing documents
- You have the ability to respond quickly to information requests from internal stakeholders in order to meet tight timelines

Program Knowledge and Skills:

- You have knowledge of policy development and program design and an ability to gain and apply knowledge of legislative and Cabinet decision-making processes
- You have initiative and creativity to produce effective policy and program design/implementation plans for new/revised health promotion initiatives
- You have knowledge of program analysis/evaluation techniques to assess the effectiveness of new/changed policies and programs and to provide recommendations on policy and program changes

Project Management Skills:

- You have knowledge of, and ability to use, project management methodology to develop work plans/schedules and monitor project progress

OPS Commitment to diversity, inclusion, accessibility, and anti-racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) < <https://www.ontario.ca/page/ontario-public-service-anti-racism-policy> > and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-blueprint) < <https://www.ontario.ca/page/ops-inclusion-diversity-blueprint> > pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](http://www.ohrc.on.ca/en/ontario-human-rights-code) < <http://www.ohrc.on.ca/en/ontario-human-rights-code> >. Refer to the application instructions below if you require a disability-related accommodation.

Salary Range: \$65,174 - \$91,119 Per Year

Additional information:

- 1 Permanent, 393 University Ave, Toronto, Toronto Region

Note:

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures, including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

Please apply online, only, by **Wednesday, June 29, 2022**, by visiting www.ontario.ca/careers, and entering **Job ID 175528** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

www.ontario.ca/careers