



College of Traditional Chinese Medicine  
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle  
chinoise et des acupuncteurs de l'Ontario

**Position Title:** Policy Analyst  
**Supervisor:** Manager, Policy and Governance  
**Type:** 1 Full-Time, Permanent position (35 hours/week)  
**Location:** Hybrid - 55 Commerce Valley Dr W, Thornhill, L3T 7V9

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the “College”) was established under the Traditional Chinese Medicine Act, 2006 and the Regulated Health Professions Act, 1991 to regulate the practice of traditional Chinese medicine in the public interest. It has a duty to ensure that the public has access to safe, effective and ethical care in their dealings with members of the College.

The College is currently seeking a Policy Analyst responsible for policy projects and the research and analysis of a range of policy issues affecting the regulation of Traditional Chinese Medicine in support of the strategies for the College. Experienced in policy analysis and research, you will provide research and policy support to the College and its Council and Committees.

### **Key Responsibilities**

- Prepare papers and recommendations on complex policy issues.
- Conducting research to support policy analysis, including literature reviews, cross-jurisdictional research and environmental scans.
- Provide policy support on project teams to develop policies throughout all stages of the process from concept to completion.
- Prepare appropriate materials including presentations, position papers, briefing notes for management, Council and Committee meetings.
- Facilitates stakeholder consultations and inter-departmental communication and collaboration to ensure diverse perspectives are reflected in policies and processes.
- Provide policy advice across the College to ensure consistent interpretation and application of legislation and regulations.
- Participates in internal and external committees and working groups which may include research and gathering of background information.
- Keep abreast of trends and issues impacting Traditional Chinese Medicine and professional regulation.
- Respond to written and telephone inquiries regarding general policy and legislative matters.
- Perform other duties as assigned by the Registrar.

### Qualifications for this position include:

- University degree in public policy, public administration, political science, or a related field of study **OR** a minimum of 2 years of relevant work experience in a similar role.
- Knowledge of research methodology and understanding of policy and research tools to find, analyse, and synthesize information.
- An understanding of the healthcare environment, professional regulation, and the relevant legislation, including the *Regulated Health Professions Act, 1991*.

### Required Skills

- Strong written communications skills to draft correspondence, prepare papers, reports and briefing notes.
- Presentation skills to provide project/research findings to senior management.
- Strong detail orientation and drive for accuracy.
- Ability to work efficiently in a fast-paced environment with or without direct supervision and coordinate multiple projects.
- Advanced computer skills with proficiency in all Microsoft Office applications.
- Ability to work in a team environment.

### COMPENSATION

A growing and dynamic organization with friendly, engaged staff in a collaborative work environment. We offer support for professional development, continuing education, competitive compensation and benefits including dental and extended healthcare insurance, paid vacation and sick days.

Hiring Range (\$55,000 - \$65,000)

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume to [hr@ctcmpao.on.ca](mailto:hr@ctcmpao.on.ca) on or before May 31, 2023 Please use **"Policy Analyst"** as your subject line.

Please note: applications will be reviewed when they are received. Interviews with eligible candidates may begin prior to the deadline. The College invites all eligible candidates to apply. We thank all applicants in advance, however, only those selected for an interview will be contacted.

*CTCMPAO promotes diversity in the workplace and is committed to ensuring that its recruitment and other employment activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request. While all applications are appreciated, only candidates selected for an interview will be contacted.*