Policy Analyst

Reporting to the Registrar and Deputy Registrar/General Counsel to support the College in meeting its public protection mandate.

The candidate must have excellent research, analytical and writing skills. They must be able to interact effectively with staff, Council and committee members, registrants and other stakeholders.

Opportunity in Professional Regulation

The College of Registered Psychotherapists of Ontario (CRPO) is the regulatory body for 9,000 clinicians working under the protected title of Registered Psychotherapist in this province. As the regulator, we are responsible for developing, establishing and maintaining requirements for registration and renewal; ensuring the ongoing competence of registrants; developing professional practice standards; and, holding registrants accountable for their conduct by investigating and addressing all complaints. For more information, visit our website at www.crpo.ca

Major Duties/Responsibilities:
- development, management and assessment of regulatory policies, procedures, standards and guidelines, in accordance with current research and College priorities, and supported by thorough analysis
  - performing comprehensive assessments of proposed policies, standards and guidelines, identifying potential impacts
- evaluation of existing policies and programs to ensure currency, relevance, and effectiveness in meeting regulatory objectives
- analysis of alternative means of meeting regulatory objectives, including the review of initiatives of other jurisdictions, and evaluating the various implications of these options
- production of high-quality briefing materials, including research reports, legislative documentation, discussion papers, information items, options papers and decision papers for Council and committees

- provision of strategic support to the Registrar and Deputy Registrar, by keeping abreast of current regulatory, health system and other related issues, identifying and providing analysis on regulatory relevance
- assistance in integrating and disseminating information to Council, committees and stakeholders as appropriate
- liaising with stakeholders including government, other regulatory bodies, professional associations, mental health associations, community and other public stakeholders
    - soliciting, analyzing and integrating input from stakeholders to inform development and evaluation of standards, policies and guidelines
- contributing to interdepartmental initiatives to ensure alignment across regulatory functions
- collection and analysis of internal data related to regulatory functions and preparation of required reports
    - aligning with required KPIs and recommending other relevant performance indicators

Knowledge:
- in-depth knowledge of the development, analysis, revision and implementation of policies, procedures, standards and guidelines
- strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes to provide project support in the development and evaluation of strategic regulatory policies, standards and guidelines
- superior verbal and written communication skills, with the ability to deliver presentations with tact, clarity and accuracy to widely varied audiences
- aptitude for developing and maintaining collaborative relations and for functioning effectively on inter-departmental as well external initiatives
- familiarity with legislation governing regulatory colleges
- knowledge of performance management and evaluation frameworks and basic theories, principles and methods of analysis
- ability to act as a resource person for other staff in their research, communication, implementation, coordination and evaluation activities;
- knowledge of project methodologies, tools and techniques to provide support in a complex project driven environment
- excellent computer skills (office administration, project management, research and evaluation technologies) to access the Internet as a research tool and to prepare materials using various software programs

Requirements:

- 3-5 years of relevant experience in health policy, legal, legislative, or public affairs; advanced training and/or education also counts toward experience
- Bachelor's degree in politics, policy, public health, health, communications, or a related field; advanced degree preferred

CRPO encourages applications from those who have demonstrated a commitment to upholding the values of equity and inclusion. As an employer committed to employment equity and accessibility, we welcome applications from members of groups that have been historically disadvantaged and marginalized.

The Policy Analyst position is being offered as a full-time salaried position.

Please submit a resume **and** cover letter no later than **Dec 30, 2021.** Interviews will commence prior to the submission deadline. No phone calls please. Start date: **Immediately**

We thank all applicants for their interest. Only those selected for an interview will be contacted.
College of Registered Psychotherapists of Ontario

www.crpo.ca