

Institute for Competitiveness & Prosperity

Policy Analyst – Clusters

About the Institute

The Institute for Competitiveness & Prosperity is a not-for-profit organization with a mandate to measure and monitor Ontario's competitiveness, productivity and economic progress compared to other provinces and the US states and to report to the public on a regular basis. The Institute's primary funding source is the Government of Ontario. The Institute is located at the Rotman School of Management at the University of Toronto.

Purpose of Position

As the Institute is the sole non-US holder of Michael Porter's cluster definitions, the Policy Analyst will be tasked as the subject matter expert on all cluster-related initiatives and projects of the Institute.

The Policy Analyst is also expected to support the research program of the Institute.

Reporting Relationships

The Policy Analyst reports to the Research Director of the Institute.

Responsibilities

To provide quantitative and qualitative research, analysis, and written products on the development of policies, programs and other initiatives regarding Ontario's economic development, prosperity and competitiveness, with a particular focus on clusters and cluster policy.

Duties for this position:

- Supporting the development and participating in the execution of the Institute's research plan. Applying his/her expertise on clusters as needed;
- Gathering qualitative and quantitative information, analyzing these data, and drawing conclusions and policy recommendations from this analysis;
- Developing approaches to the visual presentation of research results;
- Working closely with the other Institute staff and stakeholders;
- Writing and editing annual reports, working and white papers, policy proposals, blog posts, and any other written products requested by the Research Director or Executive Director;
- Contributing to stakeholder consultation, awareness and education by leading the provision of research-related content.

Other duties as required.

Skills and Core Competencies

Education:

- Graduate-level education in economics, public policy, or other relevant fields, with an educational focus and/or work experience in clusters and cluster policy. Coursework in economics and/or econometrics is required.

Experience/Training:

- Familiarity with economic cluster theory and economic development strategies, including cluster policy;
- Strong understanding of business growth and environment to supplement cluster knowledge.

Skills:

- Proven ability to gather and analyze information accurately and thoroughly from a variety of sources;
- Solid numerical and spreadsheet skills;
- Experience working with large public data sets from Canada and US (e.g., Canadian Labour Force Survey, US Current Population Survey) including public use microdata and customized datasets;
- Advanced statistical and econometrics knowledge is an asset;
- Experience using Beyond 20/20, STATA or other statistical software is an asset;
- Excellent written and oral communication skills to synthesize reports and data; identify and present complex issues; make the Institute's research accessible to maximize the impact of the Institute's work;
- Excellent analytical and conceptual ability to identify trends in data and research, and develop specific policy recommendations;
- Effective team player with ability to work independently under minimal supervision to meet tight deadlines;
- Ability to work professionally with a wide range of stakeholders, including government officials, business leaders, and the Institute's learned audience in a variety of contexts;
- Project management experience and/or experience working with multiple and overlapping deadlines is an asset.

Application Process

Interested applicants must submit a resume and cover letter to the attention of: Dorinda So, Research Director. A writing sample may be asked of the applicant should s/he advance in the application process.

All application packages should include: "Job Application: Policy Analyst - Clusters - [Your Name]" in the subject line and be sent to:

admin@competeprosper.ca.

Application deadline: **Monday, April 11, 2016 at 4 PM.**