

<b>Job Title</b>	Policy and Research Analyst
<b>Position Type</b>	Full time
<b>Location</b>	Victoria (Hybrid)
<b>Hours</b>	35 hours per week
<b>Start Date</b>	April 1, 2025
<b>End Date</b>	March 31, 2026
<b>Salary</b>	\$60,000-\$70,000
<b>Reports to</b>	Associate Director of Technology Development and Operations
<b>Closing Date</b>	March 17, 2025, 4 pm PST  *Applications will be reviewed on a rolling basis so please apply early
<b>Application Instructions</b>	See How to Apply section below  Please note: Applications that don't include a cover letter, resume and portfolio will not be considered for an interview.

## Who are we?

Welcome to CanAssist, where innovation meets impact!

Since 2008, we have been transforming the lives of individuals with cognitive and physical barriers. Our technologies and programs have earned recognition for their positive impact on thousands facing challenging conditions. At CanAssist, our diverse multidisciplinary expertise includes product design, development, policy, applied research, supported employment, and partnership development.

Beyond our expertise, we are a passionate community committed to creating a world where everyone can thrive and contribute.

## **What sets us apart?**

**Innovative Solutions:** CanAssist, a university-based organization, pioneers technologies, programs, and services to enhance the quality of life for individuals with a broad range of physical and cognitive challenges across the age spectrum. Our programs and services address unmet needs, promoting independence, inclusion, and well-being.

**Collaborative Spirit:** We are a respected team that collaborates with UVic researchers, students, and external partners, fostering a diverse and inclusive work environment.

## **Our vision**

At CanAssist, we envision a society where everyone has equal opportunities to participate, contribute, and achieve their full potential.

Learn more about what drives us: [www.canassist.ca](http://www.canassist.ca).

## **Join our team as a Policy and Research Analyst!**

Are you passionate about creating inclusive opportunities through innovative technology and informed policy? Do you thrive on research, collaboration, and turning insights into actionable recommendations? If so, CanAssist invites you to join our team as a Policy and Research Analyst for the Closing the Employment Gap for People with Disabilities: Innovative Assistive Technology Solutions, a groundbreaking project aimed at enhancing workplace inclusion through custom assistive technologies.

## About the initiative

Closing the Employment Gap for Persons with Disabilities Initiative, in collaboration with the Ministry of Social Development and Poverty Reduction, focuses on the development, deployment, and evaluation of custom assistive technologies for employees with disabilities.

Through direct engagement with participants, province-wide data collection, and collaboration with partners, this initiative will provide valuable insights and recommendations to inform provincial policy and programs.

## Your responsibilities

As a Policy and Research Analyst, you'll play a vital role in this initiative by:

### Policy and Landscape Analysis:

- Conduct an environmental scan to assess the landscape of assistive technology service delivery in B.C for workers.
- Identify gaps and opportunities through research, surveys, and partner engagement.
- Assess the demand for customized assistive technologies to support employment.
- Survey Design and Data Analysis
- Design and distribute surveys to broad population groups with provincial scope.
- Analyze survey results and synthesize data and write reports on findings.

### Community Engagement:

- Lead sessions with our advisory group to gather input and validate findings.
- Build and maintain connections with disability-serving organizations, assistive technology professionals, and employment groups.

- Represent CanAssist at conferences, speaking engagements, and events as requested.

#### Report Writing:

- Produce a comprehensive final report with policy and program recommendations for the Ministry.

### **Required qualifications and experience**

- A degree in a related field (e.g., public policy, social sciences, or a similar discipline).
- Strong background in policy analysis, research, and data collection.
- Proven ability to design and conduct surveys, analyze results, and produce reports.
- Excellent written and verbal communication skills.
- Proficiency in Office 365 (Word, Excel, PowerPoint, etc.).
- Experience with infographics and visual tools to present systems and processes.
- Public speaking experience.

#### Preferred qualifications (in addition to the above)

- Experience in government, employment, or disability sectors.
- Familiarity with assistive technology or custom technology development.

### **Required soft skills**

- Collaboration and teamwork
- Adaptability and flexibility
- Critical thinking and problem solving
- Organization and time management
- Relationship building and networking
- Attention to detail
- Public engagement
- Initiative and proactivity

- Empathy and cultural sensitivity

## Perks

As part of our team, you'll not only find fulfilling work but also enjoy a range of perks designed to enhance your overall well-being. Our commitment to your success goes beyond the workplace. We offer the following perks:

- Hybrid work environment (currently min of 2 days in office)
- Casual work environment
- Paid vacation, in addition to time off coinciding with the UVic winter break
- Extended benefits after three months
- Ongoing coaching from direct supervisor

At CanAssist, we prioritize work-life balance and create a positive atmosphere where your contributions are valued and rewarded. Join us, and let's build a future together where both professional and personal growth are at the forefront of your CanAssist experience.

## Diversity, equity and inclusion

At CanAssist, we are committed to fostering a barrier-free workplace, ensuring fair, equitable, and respectful treatment through the provision of necessary accommodations. This commitment aligns with the BC Human Rights Code to provide reasonable adjustments to participate in job application, interview process and to perform essential job functions once onboarded barring undue hardship for CanAssist.

Embracing the principles of equity, diversity, and inclusion, CanAssist operates as an entity of UVic, adhering to the University's Equity and Diversity Statement. Our unwavering commitment to these values drives us to actively seek team members who collaborate respectfully, embracing differences across various power levels. We encourage applications from individuals facing barriers to equity, reflecting our

dedication to creating an inclusive environment. Explore UVic's comprehensive equity statement at [UVic Equity Statement](#).

## How to apply

We value every applicant and embrace growth and teamwork. We appreciate potential and consider a mix of education and experience. If you believe you have the skills needed, even if you don't meet every qualification, share your perspective in your application. Let's connect to find a place for you, whether it's now or in the future.

It's important that interested candidates apply using the following steps:

1. Create a resume, cover letter and samples of work or link to portfolio
2. Save the file as one PDF document with the following naming convention:  
"LastName\_FirstName\_Position.pdf"
3. Email the PDF document to [canassistadmin@uvic.ca](mailto:canassistadmin@uvic.ca) with Policy and Research Analyst in the SUBJECT line.

Portfolio/Written Sample Submission Guidelines:

- 2-3 written samples that demonstrate your ability to analyze complex topics synthesize data and provide clear, actionable recommendations using plain language.
- If samples involve collaborative work, provide a clear explanation of your specific contribution
- Samples can include but are not limited to policy analysis or research reports, survey design and results analysis, technical writing, presentations, infographics, tailored recommendations.

Once we receive your application, our team will carefully review it. If selected, you'll be invited to participate in a series of interviews. Additionally, top candidates may be asked to do a skills test.

We are excited to get to know you and, in the meantime, get to know us:

[About Us](https://www.canassist.ca/EN/main/about-us.html) [<https://www.canassist.ca/EN/main/about-us.html>]

[Facebook](https://www.facebook.com/CanAssist/) [<https://www.facebook.com/CanAssist/>]

[Instagram](https://www.instagram.com/canassistuvic/) [<https://www.instagram.com/canassistuvic/>]

We thank you for your interest, but we will only contact candidates selected for interviews.

If you have any questions or require accommodation during the application process, please contact [canassistadmin@uvic.ca](mailto:canassistadmin@uvic.ca).