



WE ARE HIRING!

CUTA has an immediate job opening for a **Policy Analyst** (Toronto Office)

We are looking for a highly driven individual with advanced knowledge in government advocacy, transit industry, research design and communication skills. The Policy Analyst is responsible for preparing and updating policies as well responding to media inquiries and management. This position works effectively with the communications and public affairs department to collaboratively conduct research on priority issues.

WHO ARE WE?

CUTA's success is measured by the success of our members, the value they gain from membership and the strength of our collective influence on advancing public transit and integrated urban mobility in Canada.

CUTA members include transit systems across Canada, from Victoria and Vancouver to Halifax and St. John's. Members also include government agencies (federal, provincial, regional, and municipal), business members (companies or persons engaged in the manufacture or sale of transit equipment or services) and affiliates (associations, individuals, and others).

CUTA is an independent, not-for-profit organization with an extensive network of national and international stakeholders. The association is focused on building active partnerships designed to strengthen the transit industry and advance public transit as the core of urban life.

CUTA is recognized as an exceptional place to work that embraces diversity, respect, integrity, collaboration, and innovation. As a valued member of the CUTA team, you and your work will have a pivotal role in delivering quality services to the CUTA membership.

WHY IS THIS ROLE IMPORTANT?

Located in Toronto and reporting to the Director, Communications & Public Affairs, the policy analyst will provide analysis and insight on federal and provincial policies that affect public transit. This role will help to shape public policy, so it works better for transit and its riders, including funding, legislative, and regulatory developments at the federal and provincial government levels.

WHAT YOU'LL DO

Policy analysis and positioning

- Research, track, analyze and report on federal, provincial, and municipal policies that impact on public transit.
- Conduct national and international research on priority issues and help (Director, Communications & Public Affairs) develop action plans to manage them.
- Review and analyze policy material relating to urban mobility in Canada.

Content Development and communications

- Prepare policy papers, briefings and speaking notes for the President as required.

- Respond to media inquiries, develop messaging, and handle issues management.
- Coordinate the development of CUTA Issue Papers with consultants when IPs are commissioned externally.
- Manage CUTA’s annual lobby days at the federal and provincial levels.
- Develop advocacy materials, including Issue Papers, for use in GR outreach.
- Ensure that the advocacy section of CUTA’s website is up to date.

Member relations

- Secure member/industry and external funding of CUTA advocacy and policy activities and projects where appropriate.
- Respond to political inquiries around policy issues, stemming from CUTA members, CUTA departments, and the public.

WHAT YOU'LL BRING TO THE ROLE:

You are a self-motivated individual who thrives on challenges and pressure.

You are an excellent oral and written communicator.

You are a team player, and you are well respected amongst your peers.

- 2-3 years of experience in public-policy development, either working from within or towards federal government departments or agencies
- Undergraduate degree or diploma in public policy or related field
- Strong knowledge of government advocacy
- Bilingualism or a good understanding of French would be an asset

WHY SHOULD YOU JOIN US?

In this role, you will have the opportunity to:

Work with professional leaders in public transit, nationally and internationally

Make a national impact by helping public transit emerge stronger after these challenging times in a multidisciplinary role. You’ll have the opportunity to work with a terrific team performing diverse functions. And you will be close to an industry at the heart of environmental, social, and urban planning discussions.

At CUTA, we recognize what matters to our employees. We strive to work hard but also have fun! We offer a competitive salary. For more information about us, please visit www.cutaactu.ca

Interested?

If you would like to apply for this role, please send your resume and portfolio to hr@cutaactu.ca and a note telling us why you would be a great addition to the CUTA team! The deadline for submitting your resume and portfolio is July 29, 2022.

Accommodation at CUTA

At CUTA, we are committed to fostering an inclusive, barrier-free, and accessible environment. Part of this commitment includes arranging accommodations to ensure an equitable opportunity to participate in the recruitment and selection process. If you require an accommodation, we will work with you to meet your needs. We welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons living with a disability, and persons who identify in the LGBTQ+ community.

