



Internal/External Job Posting Policy Analyst (Short-term contract)

The core purpose of the Association of Ontario Midwives (AOM) is to advance the clinical and professional practice of Indigenous and Registered Midwives in Ontario. We are seeking a full-time Policy Analyst to join our dynamic and progressive organization for a 12-month contract.

Reporting to the Manager, Government Labour and Public Relations, the *Policy Analyst* is responsible for researching, writing, educating, and advocating on various midwifery and health policy issues. They are responsible for applying knowledge of midwifery and project co-ordination skills to achieve the strategic planning goals of the AOM, including work to close the gender pay gap, to negotiate collective agreements for midwives, and to foster sustainability in the profession.

The successful candidate will have:

- A degree in midwifery or a master's degree in public policy, health or related field and demonstrated achievement in research and policy development, or professional equivalency
- Education and experience in public policy, health or related field and demonstrated achievement in research and policy development, or professional equivalency
- Ability to interpret and communicate policy and an understanding of risk management within a healthcare setting
- Strong understanding of the intersectional nature of the social determinants of health
- Strategic thinking with excellent analytical skills
- Exemplary research, written and oral communication skills
- Strong interest in health issues and health policy
- Experience with or knowledge of Ontario midwifery is an asset
- Thorough understanding of health policy development within an association environment
- Ability to manage multiple tasks, deadlines and demands
- Excellent initiative and the capacity to work in a self-directed manner
- Ability to work in a fast-paced and challenging environment
- Excellent interpersonal skills, including maturity, diplomacy, and ability to create positive and professional relationships with all stakeholders
- High proficiency in MS Office including Word, PowerPoint, Excel and Outlook

Starting Salary: from \$68,500 to \$85,625 depending on qualifications.

Duration and Work Hours: This is a 12-month contract position to backfill a vacant role. The position is 35 hours per week, with an expected start date in February or March 2026.

Location: This position is remote; however, the successful candidate will be required to work on-site as needed, typically a few days per month.

Artificial Intelligence: AI may be used to assist with the selection process, however decisions will be made by human resources staff and the hiring committee.

Interested candidates can submit a cover letter and resume to Elizabeth Brandeis at elizabeth.brandeis@aom.on.ca, Director of Government, Labour and Public Relations, with the subject heading "Policy Analyst" by Friday, January 23 at 3:00 PM.

The AOM is committed to inclusive and accessible employment practices. We welcome and encourage applications from individuals who reflect the broad diversity of communities with which we work. The AOM welcomes applications from people with disabilities and, as such, if you require an accommodation to fully participate in our application or hiring processes appropriate accommodations will be provided as required. Please contact hro@aom.on.ca regarding your request.

The AOM is a pro-choice organization, supporting reproductive choice and access to abortion care. This position offers an excellent and dynamic work environment that promotes collaboration and professional development. The organization strives to provide an environment that promotes work life balance.

Applications will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.

Full Job Description attached.

Position Description – Policy Analyst

Policy Type: Operational	Approval Date: January 2006
Sub-Category: Human Resources Manual	Revision Date: January 2026
Last Review Date: January 2026	Next Review Date: January 2027

Reports to: Manager, Government Labour and Public Relations

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Position Responsibilities

Shared Responsibilities

- Provides culturally safe service and employ humility when working collaboratively across the organization, particularly with the Indigenous Midwifery (IM) and Health-Care Equity, Quality and Human Rights (HEQHR) departments
- Supports a workplace that is respectful and inclusive; and specifically, works to fulfil the expectations described in the AOM's Anti-Oppression, Diversity, Equity and Inclusion Policy
- Engages in organizational trainings and opportunities to promote cultural safety and positive work environments within and across teams
- Works collaboratively within and across teams to ensure high quality programs and services for members
- Provides support to other members of the staff team during periods of high workload
- Supports a workplace that is healthy and safe by engaging in health and safety activities and monitoring the workplace for and reporting hazards to physical and mental health

- Attends and participates in staff and team meetings
- Develops an annual work plan with their manager or director, in the context of the AOM strategic plan
- Ensures coverage of AOM core programs/services during vacations/leaves of other staff
- Assists with AOM conference or conference-related work, as requested
- Contributes to content for communications or publications (this will include a variety of communication tools and strategies, such as web content, member emails and content for either member or public consumption) as requested
- Monitors and contributes updates to the AOM web site as required
- Ensures all external communications comply with AOM Communications Standards
- Ensures appropriate level security of information stored within the AOM

Specific Responsibilities

- Keeps abreast of key issues affecting the AOM, midwifery and health care in the province, nationally and internationally including consulting with the Indigenous midwifery team as needed
- Undertakes research and provides summaries on key issues and policy directives to the Director and/or Manager.
- Proactively identifies and prepares policy papers, briefing notes and background summaries on key policy issues impacting midwifery and the AOM.
- Maintains a working relationship with external stakeholders and represents the AOM on external working groups and projects as assigned.
- Supports committees, work groups and task forces as assigned by the Director and/or Manager.
- Provides member support and develops materials to assist members with issues such as hospital integration, Funding Agreements with the Ministry of Health and employers, and new practice and program proposals.
- Assists the Management Team with strategizing the positioning of AOM grant proposals, research papers and position papers to the government and outside bodies.
- In conjunction with the Director and/or Manager, develops an annual plan for work groups/committees and ensures that deliverables are met.
- Writes presentations for the AOM conference and other venues.
- Gives presentations on policy projects at Board meetings, regional meetings, conferences, etc.
- Meets weekly with Manager to provide status updates on projects and gather feedback and course correction.

- Serves as staff lead on a portfolio of policy topics, responding to developments and initiating work on any of those topics as the need arises.
- Works with communications staff to develop key messaging and communications plans for a range of policy initiatives as required.
- Provides analysis of policy issues within a context of equity, diversity, and human rights and as needed, Indigenous perspectives in consultation with the Indigenous midwifery team

Key Competencies

- A degree in midwifery or a master's degree in public policy, health or related field and demonstrated achievement in research and policy development, or professional equivalency
- Education and experience in public or health policy, government relations, labour relations, or related field and demonstrated achievement in research and policy development, or professional equivalency
- Ability to interpret and communicate policy and an understanding of risk management within a professional association and publicly funded health system.
- Strong understanding of the intersectional nature of the social determinants of health
- Strategic thinker with excellent analytical and problem-solving skills
- Exemplary research, written and oral communication skills
- Strong interest in health equity issues, health policy, labour relations and pay equity
- Experience with or knowledge of Ontario midwifery is an asset
- Thorough understanding of policy development within an association environment
- Ability to manage multiple tasks, deadlines and demands
- Excellent initiative and the capacity to work in a self-directed manner
- Ability to work in a fast-paced and challenging environment
- Excellent interpersonal skills, including maturity, diplomacy, and ability to create positive and professional relationships with all stakeholders
- Knows when to ask for support or help with the work when needed
- Highly proficient in MS Office, including Word, PowerPoint, Excel and Outlook