



**Human  
Resources  
Professionals  
Association**

### **About the Human Resources Professionals Association (HRPA)**

The Human Resources Professionals Association (HRPA) is a regulatory association in Ontario with over 23,000 registrants. Promoting and protecting the public interest by regulating the practice, competence and professional conduct of registrants is our paramount interest. HRPA plays an important role in elevating and maintaining the standards and protecting the welfare and interests of the human resources profession.

### **The Opportunity: Policy Analyst**

To provide leadership, advice and subject matter expertise in the planning, development and evaluation of strategies, policies, programs, planning frameworks, legislation and regulations which support the statutory mission and mandate of HRPA.

### **Responsibilities:**

#### **Regulatory policy and program development**

Leads and/or coordinates projects/activities to conceptualize, develop, assess and recommend strategic policy, program, planning frameworks, and accountability mechanisms, standards, and implementation planning, to regulatory activity at HRPA.

Undertakes/leads all aspects of policy and program planning, development and implementation, including analysis of trends and directions, evaluation of existing services/programs and delivery models, issue identification, analysis and synthesis of research and related materials, stakeholder consultations, system and financial modelling and impact analysis, to develop options /recommendations, and implementation frameworks.

Conducts evidence-based research from various sources to inform policy and program development.

Ensures that policy and program options and recommendations consider key factors such as stakeholder needs and diversity interests, funding, governance, implementation issues, and immediate and long-term impacts for HRPA.

Analyzes/evaluates other-professional regulatory body policies from a best practice perspective and identifies both current and emerging issues requiring changes to By-laws, legislative reform, policy, or program response.

Develops, coordinates, and evaluates in-depth and comprehensive reports and analyses, prepares policy papers, briefing materials and documentation (e.g., analysis of Annual Reports).

Presents policy and program options and recommendations to senior management for decision making purposes.



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### **Regulatory policy and program evaluation**

Applies HRPAs Regulatory Outcome Scorecard, the Gold Standard Audit, and any other appropriate performance measurement framework to assess and report on HRPAs performance as a professional regulatory body.

Identifies and defines policy and program results and leads the design and development of performance evaluation frameworks and indicators to measure impact on the fulfillment of HRPAs statutory objects.

Leads/conducts the evaluation of policies and programs to measure and report on their effectiveness in meeting their objectives and mandate.

Assesses and reports on program integrity, risk management and quality assurance/compliance.

### **Stakeholder relations**

Develops critical stakeholder relationships across the public, employers and employee groups, relevant government ministries, educational institutions, the professional regulation community, HRPAs registrants, and other relevant organizations to consult and solicit input on proposed policies and programs, develop consensus and identify concerns and issues.

Leads and /or represents HRPAs in regulatory working groups and committees.

### **Information/advice/issues management**

Researches and coordinates information from various sources to respond to information requests from senior management.

Provides advice on policy issues to senior management.

Prepares a range of analyses/communications to support issues management such as briefing notes, correspondence, policy papers and presentations.

### **Qualities:**

#### **Knowledge / Skill**

A deep understanding of professional regulation in theory and practice in all its aspects.

- Professional regulation legislation
- Statutory interpretation
- Regulatory governance
- Competency modeling
- Professional ethics



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Policy and program development and evaluation principles and techniques and regulation decision making processes to lead the development of evidence-based strategies, strategic policies, evaluation and regulatory and legislative frameworks related to the fulfillment of HRPAs statutory mandate.

The broad issues currently impacting professional regulation.

Performance measurement and program evaluation techniques to assess the effectiveness of new/changed policies and programs and to report on program integrity, risk management and quality assurance/compliance

Research methodology and project management techniques to plan/conduct qualitative/quantitative research studies, to undertake analysis of trends, evaluation of best practices, evidence and data, costs, and impacts.

Oral and written communications to respond to issues, provide recommendations, prepare reports, options papers, briefing materials and correspondence, to represent HRPAs on working groups or inter-regulator task forces, and to promote policy and program initiatives to internal and external stakeholders.

Stakeholder engagement methods and principles to work collaboratively with all partners and develop relationships with internal and external stakeholders.

Leadership skills to plan, schedule and direct the work of assigned project team members. Standard software programs and tools to research and prepare own materials.

### **Interpersonal / Influencing skill**

Consultation, partnership building and relationship management skills to establish key stakeholder and able to work cooperatively on joint policy, program and regulatory development projects.

Consensus-building, mediation and negotiation skills to gain support for program initiatives, to resolve issues, to develop a coordinated position on policy and regulatory issues.

Presentation and persuasion skills to provide policy and/or program advice and to explain policy regulations and/or program recommendations.

Facilitation skills and diplomacy to represent HRPAs in various for a.

### **Analytical and problem-solving skills**

Identify, analyze, assess a range of current, emerging and long-term factors, issues, trends and directions affecting developing and maintaining a responsive professional



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regulatory framework for HRPAs members, firms, and students.

Identify and evaluate legislative developments and proposals regarding their actual or potential impact on HRPAs.

Interpret/assess both qualitative and quantitative data and information from various sources in developing evidence-based program and policy proposals, and to fully assess the impact of proposals, strategies and initiatives.

Analyze competing interests of stakeholders and develop policies/programs/ solutions that integrate and respond to concerns and to modify policies and programs in order to mitigate risk.

Evaluate and report on the effectiveness of policies and programs.

**Experience \ Skills:**

3-5 years of experience involving policy and program development, understanding and application of statute and regulation, stakeholder engagement, public speaking, research, writing and presentation

**Education, certification, designations required:**

Undergraduate degree required

Post-graduate degree an asset

**Applying**

To apply for this position, please email your resume to [hr@hrpa.ca](mailto:hr@hrpa.ca) by May 30<sup>th</sup>, 2022. Please include as part of your submission a one-page cover letter detailing why you are interested in this position, what relevant experience you bring to role, how HRPAs opportunity aligns into your career aspirations.

At HRPAs, we are committed to diversity and equitable access to employment opportunities based on ability. Please let our team know if you require an accommodation and we will work with you to meet your needs.

We thank everyone for their interest, but we will only contact candidates selected to advance in the hiring process.