**Policy Analyst**

**Position type:** Full-time, permanent (35 hours/week)
**Department:** Public Affairs & Strategic Communications
**Reports to:** Interim Director, Public Affairs & Strategic Communications

**About Speech-Language & Audiology Canada**

Effective communication changes lives.

Speech-Language & Audiology Canada (SAC) is the national professional association representing speech-language pathologists, audiologists, and communication health assistants across Canada. We work to advance communication health, strengthen the professions we represent and advocate for equitable access to the services Canadians need.

As we embark on our 2027–2031 Strategic Plan, we are strengthening our national voice, expanding our advocacy efforts, and building meaningful relationships with governments, partners and communities across Canada.

Our work is guided by four values: Excellence in Practice, Integrity, Collaboration, and Inclusion. We are committed to creating a workplace where people feel respected, supported and empowered to contribute their expertise and perspectives.

**The Opportunity**

SAC is seeking a thoughtful, analytical and motivated Policy Analyst to join our Public Affairs & Strategic Communications team.

This is an opportunity to contribute to national advocacy initiatives that influence public policy, strengthen the professions we represent and improve access to communication health services across Canada.

Reporting to the Interim Director, Public Affairs & Strategic Communications, the Policy Analyst will research and analyze federal and provincial policy developments, support the development of evidence-informed positions and contribute to SAC's government relations and advocacy activities.

As part of the Public Affairs & Strategic Communications team, you will work closely with colleagues to support SAC’s advocacy, government relations, and strategic communications activities, while partnering with teams across the organization, particularly Professional Practice, to translate complex policy issues into clear, practical recommendations and compelling advocacy materials.

We're looking for someone who is intellectually curious, an excellent writer, comfortable navigating complex issues and able to work independently while contributing to a collaborative team.

**What You'll Do**

**Policy Research and Analysis**

- Monitor, research and analyze federal and provincial legislation, regulations, government policies and emerging issues relevant to communication health and the professions SAC represents.
- Assess potential implications of policy developments for SAC members, the professions and the Canadians they serve.
- Prepare policy briefs, backgrounders, environmental scans, issue analyses and recommendations to inform SAC's advocacy priorities.
- Identify emerging policy opportunities, risks and developments requiring SAC's attention.

**Policy Development and Advocacy**

- Research and draft government consultation submissions, policy recommendations, position papers, briefing notes and correspondence.
- Support the implementation of SAC's federal and provincial advocacy priorities, including initiatives related to health human resources, access to care, hearing health, professional practice and health policy.
- Translate research, evidence and complex policy information into clear, accessible and persuasive materials for government and other audiences.
- Contribute to advocacy planning, including identifying policy objectives, supporting evidence and opportunities for engagement.

**Government Relations and Partner Engagement**

- Support government relations activities by helping with the preparation of briefing materials for meetings with elected officials, government representatives, regulators and other partners.
- Monitor government announcements, parliamentary and legislative activities, consultations and relevant policy initiatives.
- Support SAC's participation in coalitions, working groups and collaborative advocacy initiatives.

**Collaboration and Knowledge Sharing**

- Work closely with SAC's Professional Practice team to ensure policy analysis and advocacy materials reflect current evidence, professional expertise and the realities of practice.
- Contribute to consistent, accurate and accessible public messaging that supports SAC's advocacy and strategic priorities.
- Engage with members, committees, subject-matter experts and external partners, as appropriate, to gather insights and inform policy development.
- Maintain organized policy resources, research materials and records of advocacy initiatives.
- Contribute to a collaborative, respectful and inclusive team environment.

**What You'll Bring**

- A post-secondary degree in public policy, political science, public administration, health policy, social sciences or a related field. An equivalent combination of education and relevant experience will be considered.
- Approximately 3–5 years of relevant experience in policy research, analysis, government relations, advocacy or a related field.
- Strong research and analytical skills, including the ability to assess complex information, identify implications and develop practical recommendations.
- Excellent written communication skills, with demonstrated experience preparing policy briefs, reports, submissions or other professional materials.
- Understanding of Canadian federal and provincial government structures, public policy processes and legislative or regulatory environments.
- Strong organizational skills, attention to detail and the ability to manage multiple priorities and deadlines.
- Sound judgment, initiative and the ability to work independently while knowing when to seek guidance.
- A collaborative approach and an appreciation for diverse perspectives and professional expertise.
- Commitment to equity, diversity, inclusion and accessibility in research, policy development and professional interactions.

**The following would be considered assets:**

- Experience in healthcare, health professional associations, regulated professions or the not-for-profit sector.
- Familiarity with health human resources, professional regulation, accessibility, disability policy or communication health.

- Experience supporting federal or provincial government consultations and advocacy initiatives.
- Ability to work professionally in both English and French.

You don't need to have worked in speech-language pathology or audiology to make a meaningful contribution. We value transferable skills, curiosity and a willingness to learn.

**Why Join SAC?**

At SAC, your work will contribute to issues that matter to professionals, communities and Canadians across the country.

You'll join a purpose-driven organization that values collaboration, professional growth and the opportunity to make a difference.

We offer a competitive total rewards package designed to support employee well-being, professional development and work-life balance, including:

- Competitive salary informed by experience and relevant sector benchmarks.
- Comprehensive health and dental benefits.
- Paid vacation, personal leave and an annual winter office closure.
- Flexible work arrangements and a supportive team environment.
- Opportunities for professional development and learning.
- The opportunity to contribute to meaningful national policy and advocacy initiatives.

**Our Commitment to Inclusion**

SAC is committed to fostering a diverse, equitable, inclusive and accessible workplace.

We welcome applications from individuals with diverse backgrounds, identities, experiences and perspectives, including those from communities historically underrepresented in the workplace.

We recognize that candidates may bring relevant experience through different professional and educational pathways. If you are interested in this opportunity and believe your skills align with the role, we encourage you to apply.

Accommodations are available throughout the recruitment and selection process upon request.

**Ready to Make an Impact?**

If you're passionate about public policy, enjoy turning research into meaningful recommendations and want to contribute to advancing communication health in Canada, we'd love to hear from you.

Please submit your résumé and a brief cover letter outlining your interest and relevant experience to careers@sac-oac.ca by November 20, with Policy Analyst in the subject line.

Applications will be reviewed as they are received, and interviews may be conducted on a rolling basis. SAC reserves the right to fill the position once a suitable candidate has been identified.

We thank all applicants for their interest. Only those selected for an interview will be contacted.