

**HUMAN RIGHTS LEGAL SUPPORT CENTRE
JOB DESCRIPTION**

POSITION TITLE	Senior Policy, Research & Strategic Advisor
NUMBER OF INCUMBENTS	1
REPORTS TO	Executive Director
LAST UPDATED	June 2026

PURPOSE OF POSITION
The Senior Policy, Research & Strategic Advisor supports the Executive Director by providing strategic advice on the HRLSC's organizational strategy, modernization and strategic initiatives, including by leading associated research and evaluation, policy development, and strategic and operational planning in alignment with, and to support and advance the effective implementation of, the HRLSC's strategic vision, mission, values, priorities and mandate obligations. The position supports evidence-informed organizational planning and decision-making by leading research and evaluation to identify emerging issues, systemic barriers and unmet legal support needs, and to inform initiatives that strengthen access to justice, improve service delivery and service reach, and enhance organizational effectiveness through continuous improvement.
MAJOR DUTIES & RESPONSIBILITIES
<p>GENERAL</p> <ul style="list-style-type: none"> • Leads the development of, and provides strategic advice to the Executive Director on the HRLSC's organizational modernization and strategic initiatives, including by leading associated research and evaluation, developing associated policies and strategic and operational plans, goals, objectives, priorities, and considerations to support the achievement of the HRLSC's mandate, strategic plan and service delivery aims and targets. • Responsible for research, evaluation and data collection and reporting using various methodologies and techniques to gather appropriate and reliable data, identify emerging trends, service gaps and barriers to access to justice, and interpret findings from a variety of sources. • Analyzes qualitative and quantitative data to identify trends, emerging issues, unmet legal needs and barriers to access to justice, and develops evidence-based policy options and recommendations; evaluates and recommends options and alternatives, including in terms of practicality, impact on HRLSC services and the human rights system. • Advises on, and researches, emerging human rights system issues impacting the HRLSC's service delivery. • Leads the development, monitoring and reporting of organizational performance and outcome measures, indicators and targets to effectively assess the impact of HRLSC's strategies, policies, services and programs, and support Executive and Board decision-making and continuous organizational improvement. • Consults with stakeholders in the development of policies, plans and strategies, and to identify emerging legal support needs, barriers to access to justice and opportunities for service improvement. Establishes expectations with consideration of relevant policy and underlying legislation / regulation. • Leads and coordinates temporary strategic projects including by developing and implementing project goals and deliverables, assessing risks, and reporting on outcomes. • Prepares briefing materials for Executives and for Board of Director correspondence.

- Provides project management and administrative support to Risk Management Committee and other project related staff / board committees.
- May supervise, mentor and provide guidance to students, interns or other temporary staff assigned to research, policy or strategic initiative projects.
- Provides strategic advice to the Executive Director to support organizational planning and decision-making, including aligning budget, human resources, policies and strategic priorities, and supporting restructuring and organizational change initiatives as required.
- Supports the development of funding proposals, business cases and related strategic initiatives through the HRLSC and Board of Director decision-making processes, considering: HRLSC's objectives; budget, human rights system needs, risk assessment, and stakeholder perspectives. Monitors and evaluates the effectiveness of new proposals and initiatives; identifies gaps and solutions.
- Researches, evaluates and provides strategic advice regarding emerging technologies, including artificial intelligence-enabled tools and methodologies, to enhance research, policy development, organizational effectiveness, evaluation, data analysis and service delivery, consistent with applicable legal, ethical and privacy requirements.
- Acts as a program lead for the HRLSC's ongoing modernization initiatives.
- Organizes, prepares materials for and regularly attends meetings with key stakeholders about strategic modernization initiatives.
- Leads, and collaborates with communications staff on, the development of communications and related educational resources including relating to the HRLSC's strategic, modernization initiatives.
- Supports access to justice initiatives (e.g. public legal information and community engagement initiatives in support of human rights system navigation), in collaboration with HRLSC communications and access to justice staff, including by reviewing and supporting the development and delivery of related content.
- Develops and implements stakeholder engagement plans, including communications plans developed in collaboration with the Communications & Public Relations Coordinator.

Performs other duties as assigned which may change from time to time depending on a number of factors, including changes in the demand for legal services or in the HRLSC's service delivery model.

Other temporary duties as assigned.

COMPENSABLE FACTORS

KNOWLEDGE & SKILLS

- Graduate university degree or equivalent in social sciences, public policy and administration, law, human rights or other relevant discipline with at least six years of progressively responsible experience in human rights, research, public policy, organizational strategy, or related fields, including leading and advising on human rights organizational strategy, research and policy development and implementation, preferably within a large unionized public sector environment.
- Advanced knowledge of human rights legislation, policy and jurisprudence and related obligations under the *Ontario Human Rights Code* and understanding of related domestic and international human rights law and policy.
- Demonstrated experience designing and implementing socio-demographic and human rights-based data collection, analysis and reporting including experience developing and applying quantitative

and qualitative research methodologies and techniques to gather, analyze, visualize and report on appropriate/ reliable data and interpret findings from a variety of sources.

- Experience analyzing data to develop evidence-based policy options and recommendations, including ability to evaluate outcomes and recommend evidence-informed options and alternatives, assessing feasibility, practicality, and impact on stakeholders and the human rights system.
- Experience evaluating and appropriately leveraging emerging technologies, including artificial intelligence-enabled tools, to support research, policy development, organizational planning, evaluation and organizational effectiveness will be considered an asset.
- Experience developing and overseeing the effective implementation of organizational strategies, policies and associated operational plans, preferably in a unionized, public sector environment.
- Experience developing and applying performance measures to effectively assess the impact of strategies, policies, services and program implementation.
- Experience leading complex and overlapping projects / initiatives from conception to completion.
- Experience collaborating with, and providing leadership, guidance to management and project team members.
- Experience managing sensitive policy and / or project issues; ability to work collaboratively to resolve issues, changes and shifts in priorities.
- Exceptional judgment, political acuity and discretion in providing strategic advice on sensitive organizational, governance and public policy matters.
- Demonstrated capacity to work with highly sensitive and confidential information.
- Experience working and partnering with marginalized communities and underrepresented groups and demonstrated awareness and understanding of anti-oppression and Indigenous sovereignty principles and perspectives.
- Ability to engage in consultations with stakeholders ensuring a shared understanding.
- Ability to prepare and present policy options, strategies, issues, and recommendations with senior decision-makers.
- Ability to create, lead and present briefings on complex issues to senior-level audiences, including senior management, Board and government leaders.
- Understanding of the broad legal and political considerations of the human rights system.
- Knowledge of policy and program development principles and techniques to make recommendations and navigate decision-making processes.
- Strong oral and written communications skills, and interpersonal skills working collaboratively in a team environment.
- Demonstrated experience working independently and completing complex assignments with minimal supervision, including experience providing guidance, mentorship or supervision to staff, students or project team members.
- Demonstrated computing skills, including word processing, database management and spreadsheet software and related research software.

Ability to work collaboratively and respectfully in a diverse workplace, including awareness of and sensitivity to cultural, racial, ethnic, gender, sexual orientation, gender identity, age and disability-related issues that may arise in the workplace and in serving diverse communities.

Commitment to applying the principles of cultural competence in performing the job responsibilities of this position including recognition of the need to deliver services to the public in a manner that recognizes the unique needs of the diverse communities served by the Human Rights Legal Support Centre.

WORKING CONDITIONS	
Work is regularly performed in an area where exposure to some unpleasant environmental conditions cannot be controlled (e.g. working in an area open to the public; or working in an open area).	