



Science-Metrix

Policy Analyst

Full-time position

Work place: Montreal (Canada)

ABOUT

Science-Metrix is an internationally recognized research evaluation company specializing in the assessment of science and technology (S&T) activities. We work with government, educational, non-profit or private organizations that perform scientific research or deal with S&T activity funding and management. Our services enable evidence-based decision-making, strategic planning, and outcome assessment processes. Our team has developed a unique and specialized knowledge base and techniques and contributed to the development of new indicators and new quantitative methods, most notably in bibliometrics.

We believe in the strength of collaboration and we are searching for talented individuals to join our team. If you strive for excellence, have an inquiring mind and are fascinated by science and innovative projects, you could be the candidate we are looking for!

POSITION DESCRIPTION

Science-Metrix is in search of a policy analyst to join our team in an entry- or intermediate-level role, depending on your experience working with bibliometric data and/or conducting research & innovation policy analysis. Entry-level policy analysts will contribute to:

- project proposal development, by conducting background research (literature reviews, environmental scans);
- project execution, by interpreting data (analyzing bibliometric findings, reporting on their relevance to a client's local policy or operational context); and
- general policy knowledge within the firm, by assembling syntheses of major developments in the research & innovation policy sphere (following new budget releases, extracting key elements, circulating a synthesis among internal staff).

In addition to the junior-level tasks, intermediate-level policy analysts will also contribute to:

- study design, by providing critical input regarding the relevance of various methodologies to the operational and policy context of the client;
- client communication, by liaising between data analysts internally and policy-oriented clients;
- project leadership, by managing workflow of internal teams on small- to medium-sized contracts;
- thought leadership in research & innovation policy, by conducting research at Science-Metrix, presenting at conferences, publishing journal articles and/or writing online content.

REQUIREMENTS

- Understanding of and passion for research & innovation policy as well as the functioning of the science, technology and innovation spheres (volunteer and academic experience are assets)
 - Strong data literacy, interest in quantitative analysis
 - Strong communication skills and "people skills" (especially for intermediate level)
 - Academic degree, any field (PhD is an asset)
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- Very strong written English, decent spoken French (other languages are assets)
- Proficiency with MS Office suite, especially Word, Excel (pivot tables and SQL are assets)
- Ability to deliver work on time even with evolving schedules (project mgmt. experience is an asset, especially for intermediates)
- Ability to strike a balance between rigour and value to the project
- Ability to overcome obstacles proactively, independently and creatively

If you have a passion for analysis and figures and wish to join our team, please send your CV accompanied by a cover letter to jobs-emplois@science-metrix.com.
