

Organizational Overview

The Nova Scotia Federation of Agriculture (NSFA) represents the interests of Nova Scotia's agricultural community. Today its members account for well over 90% of all agricultural production in Nova Scotia and brings together farm businesses representing all aspects of primary agriculture in the province. The NSFA tackles policy issues that impact the competitive and sustainable nature of the industry and takes an active role in supporting registered farms through the delivery of programs and services. The NSFA supports farms by providing tools, resources, best practices and training, while advocating on their behalf.

The Policy Analyst conducts research, monitors data, analyzes information and prepares reports and briefs on economic and labour market information. The Policy Analyst is expected to analyze, explain, and forecast economic behaviour and patterns to support a sustainable agriculture industry. Labour market information is the primary research priority for the Policy Analyst as they will be participating in a cross-sector LMI Project with the Association of Industry Sector Council. The Policy Analyst will be an active participant in the joint working group. The Policy Analyst will also collect and compile data to support NSFA's policy and programs, including industry economic impact reporting. The Policy Analyst is responsible for information dissemination on economic and labour market research and will develop reports, visual representations, briefs, and presentations. The Policy Analyst must understand labour market and economic analysis with an understanding of small and medium businesses in rural communities.

The analytical and project management aspects of this position require a self-starter and someone who is able to communicate information in different formats depending on the target audience. This person must demonstrate an interest in the agriculture industry with knowledge of the economics of small/medium businesses and/or farms.

This position is currently funded until August 31, 2022. Contract term may be extended pending funding.

Key Responsibilities

- ❖ Manage and coordinate research, data, and statistical collection including primary and secondary data sources, ensuring quality, accuracy, and consistency
- ❖ Research and develop repeatable models to analyze, explain, and forecast economic behaviour and patterns, and devise methods to collect and analyze data
- ❖ Analyze factors that determine economic growth and advise on policies to increase economic activities
- ❖ Analyze factors that determine labour force participation, employment, wages, unemployment, and other labour market outcomes and advice on policies and programs
- ❖ Determines what social changes, demographics, local/national/international events, government policies and economic conditions influence the supply and demand of the local labour market and the sustainability of the agriculture industry.
- ❖ Develop and maintain key in-house databases to store backend data for statistical analysis and to create visuals such as charts and graphs
- ❖ Leads internal survey process including consulting with stakeholders to determine survey needs, working with the team to develop a survey, developing, and implementing a communications plan in partnership with NSFA team members, survey distribution, survey analysis and reporting
- ❖ Contributes to the efficient design and execution of the LMI project, from initiation to completion, working collaboratively with all industry sectors while representing the interests of the agriculture industry

Policy Analyst



- ❖ Contributes to cross-sector survey design for the LMI project and issues, collects, and analyzes survey responses within the agriculture sector
- ❖ Contributes to the maintenance of a dashboard with a concise, digestible format that small and medium enterprises (SMEs) across Nova Scotia can use to make labour force decisions – update and revise as required
- ❖ Manage and coordinate research findings through reports, presentations, infographics, and briefs and ensure they are communicated appropriately
- ❖ Respond to requests for information, data, or analysis from a variety of internal and external stakeholders
- ❖ Drive the development of reports and sector profiles for investment, attraction and retention, with a focus on labour market data and economic impact data
- ❖ Evaluate projects and initiatives to ensure deliverables are met
- ❖ Support, coordinate, and prepare reports for funders, Executive Director, Council and committees

Qualifications

- ❖ Post-secondary degree in economics, statistics, commerce, business administration or public administration
- ❖ Training or experience using Tableau, and familiarity with Statistics Canada agriculture data is an asset.
- ❖ Knowledge of Nova Scotia agriculture is an asset
- ❖ Ability to convey data and information in an understandable format
- ❖ Proficient in M365, Tableau and survey software
- ❖ Team-oriented but able to work independently

Compensation

- ❖ Starting annual salary between \$56,000 - \$65,000
- ❖ 3 weeks of vacation annually
- ❖ Employer-paid health and dental benefits
- ❖ Employee Assistance Program
- ❖ Hybrid work option pending position requirements

Applications

Email resume and cover letter to hr@nsfa-fane.ca quoting “Policy Analyst” in the subject line by **November 18th**.