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CAREERS IN POLICY

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OVERVIEW

Careers in policy making are extremely diverse and multi-faceted. When looking for employment, recent graduates can turn to several different industries that offer careers in policy. Some graduates interested in policy, find employment in various levels of government, while others choose to work in non-profit organizations or even in the private sector. Graduates in public policy can work for:

- Various levels of government
- Non-profit organizations
- Non-government organizations
- Independent researches
- Advocacy firms/lobby groups

Careers in policy can be distributed among several different public sectors:

Public Policy

A career in public policy field focuses on public policy issues and public administration. Jobs in public policy advocate social and economic special interests that might otherwise get overlooked. The majority of the high-profile public policy jobs are government positions located in a nations' capital while other jobs are at the local level, for example with county and state government and city agencies.

- i Lobbyist:** Primarily works for the capital of the jurisdiction or state he or she resides in. A lobbyist's job is to try to promote a particular group's views or opinions in the hope of convincing the legislature or public to agree with the group's views.
- ii Policy Analyst:** May work for a specific company or organizations and address the needs that are relevant to that field. The analyst conducts research, prepares reports and presents information to the public on the behalf of the organization.

Citation: <https://www.wisegeek.com/what-are-the-different-types-of-public-policy-jobs.htm>

Health Policy

The field of public health policy analysis is one option that allows you to enter the medical field without delivering hands on experience and care. These professionals focus on evaluating current policies targeting the health of the public and on how they can be improved. It's a position that is usually government based, though nonprofit groups and even health organizations may also employ a policy analyst.

Citation: <https://www.careersinpublichealth.net/careers/public-health-policy-analyst/>

Environmental Policy

Environment policy and planning are fast growing fields that largely deal with the administrative aspects of environmental preservation and management. This field centers on the alteration of public policy and social institutions that influence the way we manage the environment and our natural resources. By researching scientific data and current legislation Environmental Policy makers create new laws and legal standards that will better serve shifting environmental demands.

Citation: <https://www.environmentalscience.org/careers/environmental-policy-and-planning>

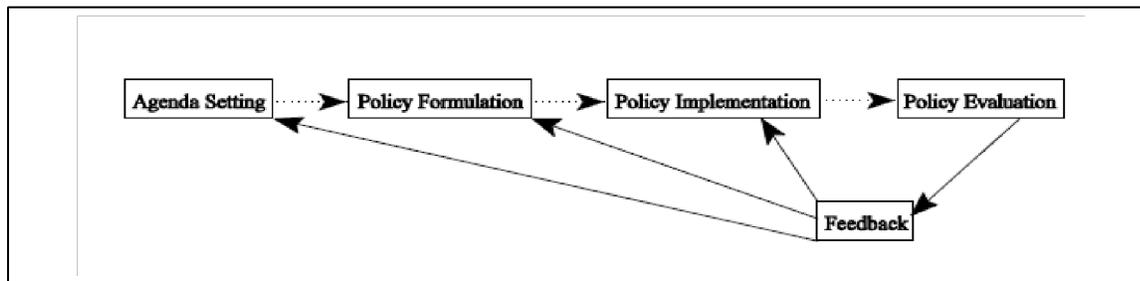
Financial Policy

Provides services in developing, implementing and continuous improvement of accounting and financial control frameworks and practices. They also research and analyze financial information to help company make well informed decisions, write reports and monitor financial movements.

Citation: <https://resources.workable.com/financial-analyst-job-description>

The Policy Circle

Below is a diagram outlining the policy cycle. Keep in mind that there are several variations to this diagram, but they generally encompass similar ideas. Creating policy involves several stages and different careers/actors at each interval. There are extremely interesting careers at each stage, so get to the researching!



- **Agenda Setting**
It is the social and political process of determining what issues to address, and in what priority. Individuals involved in the agenda setting phase can include the following groups: *media, government and political actors, interest groups, advocacy coalitions, discourse coalitions, epistemic communities, social movement organizations, unions, board of directors and stakeholders in a company.*
- **Policy Formulation**
It is a stage which involves identifying policy options, analyzing each one, and deciding on the tools (resources) to use to create the policy. Individuals involved in this stage of the policy making cycle can include *members of epistemic communities, discourse coalitions, government unions, board of directors and stakeholders in a company.*
- **Policy Implementation**

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It is the stage in which the policy design is implemented by individuals who are members of: *HR departments, government bureaucracy.*

- **Policy Evaluation**

It is the stage in which the outcomes of the policy are evaluated. Individuals involved in this stage include *public interest groups, public opinions analyst, and demographer.*

<http://www.gdrc.org/decision/policy-cycle.pdf>

WHO EMPLOYS POLICY GRADUATES

Wondering where to Jump Start your career? Below is a list of sectors which typically hire Policy Graduates.

- ✓ Finance
- ✓ Government
- ✓ Community Circle
- ✓ Health
- ✓ Environment
- ✓ Law
- ✓ Foreign Affairs
- ✓ International Trade

PROGRAM RELATED SKILLS

The following list presents some examples of the skills developed and used by students in policy majors.

- ✓ **Organizational/Project Management**
 - Managing information
 - Taking directions and completing assigned tasks
 - Scheduling and keeping track of projects and timelines
- ✓ **Time management**
 - Ability to prioritize
 - Meeting deadlines
- ✓ **Stress Management**
 - Ability to work under pressure, with limited time to complete task
- ✓ **Communication**

- Good listener
- Ability to speak in public settings
- Report writing
- Conflict resolutions
- ✓ **Analytical**
 - Good research skills
- ✓ **Technical**
 - Ability and interest to use computers and other communication technology
- ✓ **Interpersonal**
 - Teamwork
 - Accepting authority
- ✓ **Leadership**
 - Decision making
 - Directing and supervising
 - Planning
- ✓ **Personal**
 - Patience
 - Optimism
 - Flexibility (i.e. willingness to relocate to a different city)

POSSIBLE CAREER PATHS

There are many different career options available for graduates of Policy. Your degree provides you with a variety of intellectual and applied skills that are valuable in a range of careers. The wide variety of careers that graduates have move on to is a reflection of the diversity of skills gained through an undergraduate program. Involvement in extracurricular, volunteer and work experiences will also supplement your skills and focus them to a particular industry. Below is a sample of the types of positions graduates have gone on to.

Note: This is not an exhaustive list as there are many other careers available. Many positions require additional education or experience

Activist*	Marketing Coordinator
Advocacy Campaigns	Market Researcher
Coordinator	Market Research Analyst*
Community Worker*	Politician*
Consumer Advocate	Political Aide*

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Demographer	Policy Analyst*
Developer	Public Health Administrator*
Drug Abuse Counsellor	Public Opinion Analyst
Equity Officer	Public Relations Specialist
Fundraiser*	Regional Planner*
Grant Officer	Religious Worker*
HR Coordinator	Reporter*
Journalist*	Researcher*
Lawyer*	Social Worker*
Lobbyist*	Writer*
Management Consultant*	Youth Advisor

*View these titles at Career Centre Cruising, available on [CLN](#) under the *Resources* tab.

HOW TO GAIN EXPERIENCE

There are a lot of ways to gain further experience for a career in policy, from being a member of a campus club to a part-time job. The section below offers suggestions on how to build up the experience and skill set for a career in public policy.

Courses

There are several courses offered at the University of Toronto that can give students a great introduction to public policy. Below is a list of courses available at the UTM and St. George campus that may be of interest to students who wish to pursue a career in policy

Course Code	Course Name	Description
POL312Y1	Canadian Foreign Policy	Canada's response to the challenges of globalization and the post-cold war world
POL317H1	Comparative Public Policy	Draws from the major theoretical traditions in public policy and policymaking of the advanced industrial world
POL326Y1	United States Foreign Policy	The foreign policy of the US: tradition and context of American decision-making
POL351H1	Gender, Politics, and Public Policy in Comparative perspective	An introduction to gender and politics that examines women as political actors and their

		activities in formal and grassroots politics
POL464H1	Urban Policy and Policymaking	This course examines the varied drivers and challenges of urban policy and policymaking processes
POL474H1	Politics and Policy Analysts	Major theories of public policy-making and related approaches to policy analysis are examined from the perspective of political science
POL476H1	Topics in Public Policy	The course is designed for advanced students with serious interests in public policy field. Specific topics covered will vary year to year.
ECO339H1	Labour Economics: Employment, Wages and Public Policy	Using tools from microeconomic theory and statistics, this course introduces students to the study of labour market
ECO407H1	Competing Views in Macroeconomics: Theory and Policy	This course covers a variety of topics pertaining to economic development and associated policies
ECO410H1	Mergers and Competition Policy	A combined theoretical, empirical and policy approach to mergers amongst competitors

Volunteers

- Volunteer Development Project Leader: Digital Partnership, Save the Water ON
- Community Gardens Youth Program Assistant: Employment Help Centre, Niagara region
- Board Member: Canadian Mental Health Association, ON
-

Part-time positions

- Analyst, Research and Policy: Region of Peel, GTA, ON
- Policy Analyst: CAAT Pension Plan, Toronto, ON
- Policy Analyst: University Health Network, Toronto, ON

Internships

- AWS Public Policy Internship: Amazon, Toronto, ON

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- Health Economics Intern: CADTH, Ottawa, ON
- Policy/Economic Analyst Federal Internship for Newcomers: Government of Canada, Ottawa, ON

For more information check out the following link:

<https://www.internship.gov.on.ca/mbs/sdb/intern.nsf/LkpWebContent/ePublishedPolicy+Development>

[Additional Related Student Organizations](#)

Join a student club or an academic society at UTM to meet like-minded people, explore your interests, and make valuable connections. To view a list of current clubs and societies, visit the Centre for Student Engagement's website. Some organizations you may consider are:

- Debating club at UTM: : <https://www.facebook.com/utmdbc/>
- Political Science and Pre-Law Associations: <https://www.utm.utoronto.ca/political-science/psla>
- UTM Global Brigades: <http://utmgb.sa.utoronto.ca/>
- UTM Students' Union: <https://utmsu.ca/>

[Create a LinkedIn Profile](#)

Create a LinkedIn profile to connect with professional various fields, explore the career paths of UTM alumni, research employers, apply for specific positions, and more. Need help? Come to the Career Centre to book a LinkedIn profile critique.

[Join a Professional Association](#)

There are many benefits of becoming a member of associations, such as developing a network of contacts, learning about industry trends, accessing industry-related job postings, and stating your affiliation on your resume. Some associations related to this field are:

- **Ontario Internship Program:** <https://www.internship.gov.on.ca/mbs/sdb/intern.nsf/>

The OIP provides two-year, entry level paid positions across the Ontario Public Service. This program is open to people with limited work experience who have graduated with a degree or diploma from a recognized university or college within the past two years.

- **Ontario Legislature Internship Programme:** <https://www.olipinterns.ca>

The Ontario Legislature Internship Programme is a ten-month program designed to provide backbench members of the Legislative Assembly with highly qualified assistants. At the same time, by giving Interns practical experience in the day to day work of the legislature, it provides them with the opportunity to supplement their academic training through regular academic discussions.

- **Career Edge:** <https://www.careeredge.ca>

Career edge has been helping recent graduates launch careers through with the cooperation of over 900 host employees. The term of the internship can last anywhere from 4-12 months, with a stipend of \$2000/monthly.

- **Canadian Political Science Association (CPSA):** <https://www.cpsa-acsp.ca/>
- **Professional Association of Foreign Service Officers (PAFSO):** <https://pafso.com/>

SAMPLE JOB LISTINGS FOR GRADUATING STUDENTS/RECENT GRADUATES

Below is a sample of listed positions that have been posted on UofT's Career Learning Network (CLN). To access current listings, login to CLN and click on jobs.

- Legal Assistant, Abrams & Krochak
- Policy Advisor, Management Board Secretariat
- Regulatory Affairs and Legal Services, Toronto Hydro Corporation
- Client Services Advisor, Ministry of Government and Consumer Services
- Parliamentary and Information & Research Assistant, Library of Parliament
- Foreign Language Intelligence Analyst, Communications Security Establishment
- Policy Analyst, College of Physicians and Surgeons of Ontario
- Policy & Legislation Implementation Assistant, Ministry of Labour
- Resource Centre Coordinator, Ontario Public Interest Research Group
- Indexing assistant, Mediacorp Canada Inc

HOW CAN THE CAREER CENTRE HELP

[Library Resources](#)

The Career Resource Library contains information about a wide range of occupations in an industries, resume and cover letter resources, effective work search methods, graduate/professional school preparation guides and more. Below listed are some sample of Career Centre Library Resources.

- What Can I Do With My Degree in Political Science?
- What You Can Do with an Arts Degree
- Great Jobs for Liberal Arts Majors

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- Careers for Persuasive Types and Others Who Won't Take No for an Answer
- Careers in Community Development
- Politics, Government and Activism
- Career Cruising
- Careers in Government and Activism

Appointments

- Attend a one-on-one appointment with a career counsellor or an employment strategist to discuss what career options might work for you and determine a job search plan
- Meet with an academic or departmental advisor, who can guide you in achieving academic success. Contact the Office of Registrar or your department for more information.

Career Planning by Year

Visit our Career Planning by Year page for ideas of important career related activities for each year. You can visit us in the Career Centre to find out more about careers that interest you. The UTM program plans are also a good resource to learn more about how you can use your degree and to find out how to map out your academic career path for each year while at UTM: <https://www.utm.utoronto.ca/program-plans/program-plans>.

The National Occupational Binder

The National Occupational Binders in the Career Resource Library provide with every detailed, specific and extensive information relating to hundreds of careers. From general overviews of the job, to working conditions, to sample job postings related to the field and related articles, the binders are sure to provide you with in-depth answers to many of your job-specific questions.

Tip Sheets

Do you like information in an easy-to-read, easy-to-digest, take home format? Take a look at our tip sheets on subjects like Effective Interviewing, Networking and Preparing for Graduate School.

Events

Would you like a chance to interact with prospective employers and expand your networking circle? The Career Centre offers a number of events that help you brush shoulders with professional and experts from all fields. Attend the Get Experience Fair, Get Hired Fair, Professionals School Fair and Summer Job Fair. Practice putting those networking skills to use and land yourself a job! Check out the events and workshops section of the Career Learning Network to find out what is happening on Campus.

www.clnx.utoronto.ca/home

Extern Job Shadowing Program

Are you still curious about what career path is best for you? Would you like a chance to experience working in an industry to find out if it's really the path for you? The Extern Job Shadowing Program can help. This job-shadowing program grants you a one-to-five day placement in a career of your choice. Go to the Career Learning Network to register for the workshops that will help you to prepare for your placement. To register go to: www.clnx.utoronto.ca and then go to workshops and events to see when the next workshop is happening.

[Talk to Professors](#)

Connecting with our professors can be a great way to explore the different paths a major can lead you to, as well as learn about possible opportunities for research, volunteer, or becoming a TA. Drop by during their office hours or request an appointment.

[Career Counselling](#)

Are you feeling lost, unsure and overwhelmed with finding out what career path you would like to choose? Or you've decided on a career or the type of job you want, but what are the next steps? Our career Counsellors are here to help. Book an appointment with one of our professionals who can help you determines what paths you can take after graduation or how your area of study can relate to a career post-grad.

[Job Postings](#)

Are you graduating soon or a recent graduate? Sign up for the Graduating Students Employment Service (GES) or the Recent Graduate Employment Service (RGES). These services allow you to gain access to full-time job postings while your final year of study or access full-time job postings for up to two years after you graduate. To learn more, check out our Career Centre website.

Please feel free to come and visit us in Room 3094, South Building. You can also reach us by phone, 905-828-5451 or email at careers@utm.utoronto.ca.

FURTHER EDUCATION

Certain careers in public policy may require further education, beyond your undergraduate degree. Below is a list of Ontario educational institutions that offer a program related to policy. This list is by no means exhaustive, and instead serves to give you an idea of the different types of programs and degrees available for those interested in pursuing a career in the exciting field of policy.

School	Program Name	Type of Degree
University of Western Ontario	Business, Economics and Public Policy	Doctor of Philosophy, graduate studies
University of Guelph	Criminal Justice and Public Policy	Bachelor of Arts, undergraduate studies
University of Ottawa	Economics and Public Policy	Bachelor of Arts, undergraduate studies
University of Ontario Institute of Technology	Equity Public Policy	Bachelor of Arts, undergraduate studies
Carleton University	Strategic Public Opinion and Policy Analysis	Bachelor of Arts, undergraduate studies
Ryerson University	Public Policy and Administration	Master of Arts, graduate studies
University of Toronto - Scarborough	Public Policy	Bachelor of Arts, undergraduate studies

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University of Waterloo	Public Policy	Bachelor of Arts, undergraduate studies
University of Windsor	Public Policy	Master of Public Policy, graduate studies
University of Toronto	Public Health Policy	Master of Public Policy, graduate studies

Citation: http://www.canadian-universities.net/Universities/Programs/Public_Policy-Ontario.html

For more information on Graduate schools, please refer to the Career Center Tip Sheets:

- Considering Graduate School
- Applying to Graduate School

ALUMNI PROFILE

Name: Karen Wilson

Grad Year: 1997

Degree: BA

Title: Planning Officer

Organization: Canada Revenue Agency

Karen Wilson works as the Administrative Coordinator for the Marketing Services Team at Canada Investment and Savings.

“The organization is the Special Operating Agency of the Government of Canada’s Department of Finance. We work in partnership with the Financial Sector Policy Branch of the Department and the Bank of Canada to manage the Retail Debt Program. The Government of Canada uses the Retail Debt Program to raise funds from, and provide secure investments to, individual investors in Canada. The program includes two non-marketable instruments, Canada Savings Bonds and Canada Premium Bonds, which are sold over-the-counter through financial institutions, through payroll deduction and direct via telephone and the Internet,” says Karen, who earned a Marketing Management Certificate from Ryerson University in 2004.

“I manage the marketing team's overall administration, facilitating projects with our advertising agency, PR firm and research firm — all within the government framework and constant liaising with the Finance Minister's Office. It is extremely rewarding to be a public servant for Canada. The greatest challenge is to stay focused amid political instability, for example, at election time.”

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Karen says to succeed in her position, she needs to adapt to the mindset that she is not just a government worker — she is the face of the government of Canada.

“Taking pride in whatever position you hold is vital. There are considerable advancement opportunities in the government, once you have successfully reached a bilingual language status and as long as you continue to complete training and courses within and outside government. It is most advantageous to remain optimistic, approachable and professional as each government is in pursuit of ‘a better Canada.’ Participation at key meetings and networking are key to a successful career,” says Karen.

“I also currently volunteer as Liaison Officer when there are international summits held in Canada. At the Western Hemispheric Summit of Finance Ministers, I was the Liaison Officer to the delegation from Honduras. I qualified because I speak English, French and Spanish. Volunteering at these types of events are fun and exciting. My Erindale College experience, especially my classes with Professor Raby in Latin Studies was most valuable in understanding life in Mexico and in my duties as Liaison Officer.”

Karen previously worked as a Cashier for Loblaws Supermarkets and an Athletic Coordinator at Hotel Decameron in Puerto Vallarta, Mexico. “In my graduating year, I was female athlete of the year. I thought I was going to be an RCMP officer — I was in shape and ready to head to Regina — until I realized that it just wasn't in me. Since I loved sports and had no other major plans, I left for Mexico to run the athletic program at a resort. Alone and a bit nervous, I just dove in. When I returned to Canada, third language in hand and staring at OSAP payments, I knew I had to start on my career. I knew that I would have a few jobs before landing ‘the career job,’” says Karen.

“Overall, sports at U of T taught me that sweating it out was painful but worth it. Volunteering at the Erindale Day Care Centre taught me that you are never too old or too busy to continue learning. You need to be involved in your university through sports, volunteering and participating in school politics — it all adds up to experience. It's that experience that opens so many doors.”

Karen says it is crucial to make sure your resume is grammatically correct and typo-free.

“Never screen yourself out of any opportunity. Sell yourself by buying that perfect interview suit and reading the newspaper daily. Don't be afraid to ask questions — it shows you are interested and keen. You need to be able to laugh at yourself and not get too stressed if you blow an interview,” she says.

“Don't fall into tunnel vision. What I mean is don't think that you need to pursue a career with this formula: B Com equals accountant or Medical School equals doctor. You need to make your degree work for you. Your Bachelor of Arts is valuable — don't listen to people who say it's worthless. It isn't. Make it work for you. When employers see that you have a BA in anything, it means you studied, you debated theory, you wrote essays. For three to five years you laboured to get that degree by simply working hard and proving to your professors that you can think critically, prepare your thoughts and portray your vision in group projects. These are critical success factors in any career.”

ADDITIONAL WEB RESOURCES

- Canadian Association of Programs in Public Administration: <http://www.cappa.ca/>
- Canadian Centre for Policy Alternatives: <http://www.policyalternatives.ca>
- Canadian Political Science Association: <http://www.edac.ca/>
- Canadian Public Health Association: http://pscac-cccfp.gc.ca/centres/home_e.php
- Professional Association for Foreign Service Officers: <http://www.pafso.com>
- Public Service Commission of Canada: <http://www.jobs-emplois.gc.ca/>