



SENIOR RESEARCH EDITOR

Position Description:

The Higher Education Quality Council of Ontario (HEQCO) is an agency of the Ontario government which brings evidence-based research to the continued improvement of the province's postsecondary education system. HEQCO is looking for an experienced editor to provide editorial and writing expertise, services and guidance in support of the research and communications initiatives of the agency.

As a member of the communications team, the senior research editor will work alongside the research team to ensure HEQCO reports and materials are accessible, engaging, credible, concise and in a tone and style that is easy to read. The Senior Research Editor will work closely with the research team throughout the project design and report writing processes to ensure a high standard of writing, cohesive structure and deliverable timelines are met. The role will also coordinate logistical issues for publication including translation, accessibility compliance and formatting.

HEQCO is strongly committed to developing an equitable and inclusive community. We believe that diversity strengthens our work and our workplaces, and we encourage applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, the LGBTQ2S+ community and others who may contribute to the diversification of our perspectives and ideas.

Responsibilities:

- Provides writing expertise, training and guidance to the research team on optimum methods to conceptualize and frame the results of their research projects, with a focus on structure, readability, accessible language, functionality and intended audience.
- Works with the Director, Communications in the development of style and brand guidelines for use by HEQCO management and staff in the writing of all research publications, government briefing materials and marketing and communications products in order to reach diverse audiences including the postsecondary education system and government.
- Works closely with the Research Team to respond to requests for advice on draft materials, with a focus on developing writing abilities and maintaining a consistent standard.
- Acts as the editor of all HEQCO research products to ensure material is clear, concise, referenced and relevant prior to approval by the Director, Communications.
- Provides editing of research products written by external writers supporting HEQCO research initiatives.
- Writes and/or edits a range of communications materials (e.g., research summaries, news releases, commentaries, blogs) in support of HEQCO marketing and communications initiatives.

- Actively participates in, and supports all systems, programs, services and activities of the Communications Team.

Qualifications:**Education and Experience**

- Bachelor's Degree in English, Journalism, Communications, General Arts or related field.
- Minimum 5 years' experience in writing and/or editing applied research utilizing quantitative and qualitative methods within a government, policy, or not-for-profit environment.

Knowledge and Skills

- Knowledge/understanding of Canadian Press style guides, editorial techniques and protocols as well as proper citation standards.
- Excellent skills in English writing, grammar and structure.
- Familiarity with research methods to understand and edit academic language and position complex material for a wide range of audiences including government and the general public.
- Knowledge of the postsecondary sector in Ontario and Canada, and/or postsecondary issues related to HEQCO research and priorities.

HEQCO team members are currently working remotely. Our work is facilitated using a number of online communication and collaboration tools.

Please submit your cover letter and resume to hr@heqco.ca by January 31, 2024. We thank all applicants but only those selected for an interview will be contacted. HEQCO is in compliance with the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations as applicable. To request HEQCO material in alternative formats, please contact info@heqco.ca.

Hiring Range: \$72,790-\$85,635.