



Assistant Research Manager

Competition # RAM -17E

Posted: August 15, 2017

Closing Date: November 24, 2017

Location: Edmonton, Alberta

R.A. Malatest & Associates Ltd. is one of Canada's largest independently owned and operated program evaluation research firms with more than 70 professional researchers and three data collection centers. We are one of Canada's largest social policy research companies with offices in Halifax, Ottawa, Toronto, Victoria and Edmonton. Currently, we are seeking an Assistant Research Manager in Edmonton, who would report directly to the Vice President, Research.

Our Assistant Research Manager

The Edmonton research team is recognized nationally as having strong expertise in program evaluation. Our studies span issue areas such as health, education, child and youth development, criminal justice, employment and financial independence. This position provides the opportunity to manage world-class research, to oversee and develop teams of researchers, and collaborate with others across the country.

Key responsibilities include:

- Providing effective project management, so that research is delivered on-time and on-budget;
- Planning and executing different types of research methods including document and literature reviews, focus groups, case studies, key informant interviews, telephone and online surveys, for example;
- Undertaking and assuring the quality of quantitative and qualitative data analysis from primary and secondary data sources;
- Preparing and reviewing reports that integrate multiple lines of evidence and provide evidence-based conclusions and recommendations on complex issues;
- Ensuring high quality research outcomes that meet contractual obligations, client expectations, and the highest standards of ethical research;
- Preparing and delivering presentations and workshops;
- Leading a project team including mentoring staff and contributing to continuous improvement;
- Providing exemplary representation of the company to clients;
- Effectively communicating with and supporting the Vice President of Research in all other strategic and operational areas of the business.

Qualifications:

- A Master's degree in social sciences, public policy, psychology, education, health research or other field, where qualitative and/or quantitative research was a focus.
- A minimum of 5-10 years of applied research work experience in a professional, client-focused environment with responsibility for managing projects from inception to completion.
- Strong writing skills with the ability to clearly communicate complex concepts.
- Project management experience (including working to contract specifications and managing budgets).
- A high degree of technical proficiency in a range of qualitative and quantitative research methods.
- Highly effective communication and interpersonal skills.
- Proficiency with technical applications (MS Office, SPSS, NVIVO, and/or other programs).
- Ability to travel within Canada.



- As a condition of employment we require high level integrity for confidential and private or sensitive information. The successful applicant must be able to obtain the appropriate security clearances required with the Industrial Security Directorate Division of Public Works and Government Services.

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Hours of Work: Permanent full-time, 40 hours per week; Schedules may vary based on project requirements; Flexibility to work other hours and/or overtime as necessary.

Salary Range: \$85,000 to \$95,000 annual salary (based on experience and qualifications), plus benefits and other performance based bonus opportunities.

How to apply?

Please submit a cover letter and resume to Ms. Pamela Toovey, CPHR of Human Resources. Please be sure to quote the competition number **RAM-17E** in all correspondence. No calls please.

Note: While we would like to thank every candidate, shortlisted candidates will be contacted.

E-mail: (Word or pdf) resumes@malatest.com	Fax: 1-888-384-2774	By Mail: 858 Pandora Ave Victoria BC V8W 1P4
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R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant from employment because of physical or mental disability, race, colour, religion, gender, sexual orientation or creed with regard to any position for which the employee or applicant is qualified. We are committed to ensuring employment equity within our workplaces. You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Aboriginal, persons with disabilities and/or members of visible minorities.
