



Social Researcher

Competition # RAM -17R

Posted: August 25, 2017

Closing Date: September 25, 2017

Location: Ottawa, Ontario

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 Ottawa, Halifax, Toronto, Edmonton and Victoria. Currently, we are seeking a Bilingual Research Analyst in Ottawa, who would report directly to our managerial team.

We have more than one position available, and will consider appointing at the junior analyst level. Therefore, this position would be of interest to research generalists, experienced data analysts, and those with some experience in content analysis, program evaluation and qualitative research methods.

Our Research Analysts

Ottawa research professionals are recognized nationally as having strong expertise in program evaluation. Our studies span areas such as health, education, child and youth development, criminal justice, employment and labour market studies, as well as transportation. Areas of potential focus for this position include: health, education, transportation, economics and industry specific analysis, global affairs and infrastructure. Our analysts typically contribute to tasks assigned for small to medium studies with minimal supervision. Ideally the successful candidate will have bilingual language proficiency with oral and written communications; project work with documents and final report contributions will most often be required and presented in English.

Key responsibilities include:

- Monitors task hours for all staff assigned tasks and provides effective project or task support to ensure delivery of high quality results to project managers on-time and on-budget;
- Plans and provides different types of project task support for moderately complex quantitative research methods or tools such as survey data collection, administrative data analysis, and integration of data from multiple sources;
- Plans and develops different types of qualitative research methods or tools for focus groups, key informant interviews, coding themes, summative or content analysis, with integration from multiple sources;
- Undertakes quality assurance of specific project tasks such as complex sample plans, data validations and analysis;
- Prepares written reports that clearly support and communicate project objectives, methodologies, evidence, and present findings; Supports the development of evaluation frameworks, performance measurement frameworks, logic models and theory of change models;
- Ensures appropriate quality control of assigned tasks and develops progress reporting tools that meet project requirements;
- Contributes to the interpretation of data and conducts literature/document reviews, and environmental scans;
- Effectively communicates with Bilingual capacity and supporting the research by meeting project requirements and deliverables;

Qualifications:

- A Bachelor's or Master's degree in social sciences, program evaluation or research methods, psychology, health, education, statistics, public administration, computer science, or another field that included a strong qualitative research component.



- A minimum of 1-3 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 in French and English.
- Strong oral communications en Francais and ability to write communications in English.
- Ability to manage tasks and work collaboratively with other researchers.
- A high degree of proficiency in one or more areas of: complex program evaluation, statistical and summative or content analysis, advanced survey design.
- Proficiency with technical applications such as SPSS, R, SAS, NVIVO, Access, Excel, CATI/CAWI and standard MS Office products.
- Ability to travel within Canada.
- As a condition of employment we require high level integrity for confidential and private or sensitive information. Must be able to obtain 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: Analyst range is approximately \$45,000 to \$65,000 per year (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-17R** 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.
