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**Research Analyst****Competition # RAM -18B2****Posted: May 29, 2018****Closing Date: June 29, 2018****Location: Victoria, BC**

Malatest is one of Canada's largest independently owned and operated social research companies with office locations in Victoria, Edmonton, Ottawa, Toronto, and Halifax.

Currently, our Victoria office is looking for a Research Analyst to support research projects at all levels and manage small projects with moderate levels of complexity. Our Research Analyst will be expected to successfully execute research methods and produce quality outcomes.

If you are looking for an opportunity to diversify your experience, leverage your strengths and contribute to a wide range of social research areas, this position would be of interest to you if you have a Master's degree in social sciences, health, economics, public administration, computer sciences or advanced statistics; with experience as a research consultant, data analyst, or project manager.

Areas of focus: health, education, employment and labour market, as well as transportation studies.

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**Key areas of responsibility include:**

- Providing effective project or task management to deliver high quality results to project managers on-time and on-budget; Monitoring project budget and task hours for assigned tasks and projects;
- Planning and executing different research methods such as survey data collection, analysis, and integration of data from multiple sources; Conducting primary research activities;
- Contributing to the development and implementation of small to medium-sized research and evaluation projects, or components of complex research studies;
- Undertaking advanced database development, sample planning and sample management, data validations and manipulation, quantitative and/or qualitative analyses and report-writing;
- Preparing preliminary drafts of research instruments and protocols, completing literature and document reviews;
- Producing well written reports that clearly communicate project methodologies, assessed evidence, and research findings (clearly and concisely) to a variety of audiences;
- Ensuring appropriate quality control of assigned tasks, contributing to quality improvement (across projects, teams, and office locations), monitoring quality assurance in data collection processes;
- Effectively communicating and supporting the completion of project deliverable requirements;
- Conducting research, producing reports, and preparing the presentation of the studies outcomes;

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**Qualifications:**

- A Master's degree in social sciences, health, economics, statistics, public administration, computer science, or another field that included a strong applied research component.
- A minimum of 2-5 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 clearly communicated complex concepts into well written reports.
- Ability to manage time and tasks in order to work collaboratively with other researchers.
- High level knowledge preferred in complex data management, economic or statistical analysis, advanced database and survey design, research methods and methodology, evaluation frameworks, and appropriate best practice research processes.



- Proficiency with technical applications such as MS Access, MS Excel, SPSS, R, SAS, ArcGIS, NVIVO, CATI/CAWI and other standard MS Office products.
- Ability to travel within Canada and work overtime hours, as required.
- As a condition of employment, high level integrity for private information must be maintained. Successful candidates must be legally entitled to work in Canada and obtain security clearances required with the Industrial Security Directorate Division of Public Works and Government Services.

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### Working Conditions

Malatest is a fast-paced, consistently changing, dynamic work environment. This position will support multiple projects simultaneously, under the pressure of deadlines. All staff may be required to use, lift, and sometimes carry standard office equipment of 10 to 20 lbs. Work in the office, requires sitting for long periods of time with extensive use of a computer. Advanced computer skills are required.

The successful applicant must be able to self-monitor, constructively handle feedback, and strive for continuous improvement. Standard office hours of operation are Monday to Friday, 8:30am to 5:00pm, although some hours may vary by task and other project requirements. Travel and Overtime may be required to accommodate workload and deadlines. Researchers require the ability and desire to balance and conduct research regarding a range of social and economic issues of interest to public sector clients.

While a member of a team, researchers demonstrate high integrity, an ability to work independently (with an acute attention to detail), while ultimately accepting responsible for the quality and completion of assigned research project work. Researchers are expected to work on 4 to 5 projects, simultaneously.

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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: \$50,000 to \$65,000 per year (based on experience and qualifications), plus benefits and other performance based bonus opportunities.

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### How to Apply?

Submit a cover letter, resume, and application form to Ms. Pamela Toovey, CPHR of Human Resources. Please quote the preferred office location and the competition number **RAM-18B2**. No calls please.

Note: While we would like to thank every candidate for your interest, only those shortlisted will be contacted.

<b>E-mail: (Word or pdf)</b> <a href="mailto:resumes@malatest.com">resumes@malatest.com</a>	<b>Fax:</b> 1-888-384-2774	<b>By Mail:</b> 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.

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