



Research Analyst
12-month contract

Competition # RAM -18E4

Posted: June 15, 2018

Closing Date: July 13, 2018

Location: Edmonton, AB

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

Currently, our Edmonton office is looking for a Research Analyst to support a new evaluation project opportunity that involves extensive travel (2 weeks per month minimum) to 51 site locations throughout the province of Alberta this year and a moderate level 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 social research and evaluation experience, leverage your strengths and contribute to meaningful evaluations of early learning programs in Alberta; this position would be of interest to you.

If you have a Master's degree in social sciences with applied evaluation experience as a research consultant or analyst, and would like to travel across the province then this one year contract opportunity may be the beginning of a meaningful and promising career with Malatest.

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 data collection, analysis, and integration of data from multiple sources;
- Conducting primary and secondary research activities;
- Conducting site visits and completing interviews and focus groups;
- Conducting qualitative and/or quantitative analyses, including data manipulation, interpretation and validation;
- 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 and monitoring quality assurance in data collection processes;
- Effectively communicating and supporting the completion of project deliverable requirements; and
- Conducting research, producing reports, and preparing the presentation of the studies outcomes.

Qualifications:

- A Master's degree in social sciences, sociology, psychology, education, health, economics, public administration, or another field that includes a strongly applied research component.
- A minimum of 2 to 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 concepts and outcomes written into reports.
- Strong quantitative and qualitative skills with familiarity for conducting key informant interviews, on-site observations, and moderating focus groups.
- Ability to manage time, tasks and travel in order to work collaboratively with others.
- High-level knowledge preferred in data management, analysis, research methodology, evaluation frameworks, and appropriate best practices for applied research methods.



- Proficiency with technical applications such as MS Access, MS Excel, SPSS, NVivo, CATI/CAWI and other standard MS Office products, is preferred.
- Ability to travel across the province of Alberta to 51 sites (at minimum 2 weeks every month) to meet project requirements for this opportunity, with a workload that will require overtime;
- As a condition of employment, high level integrity for private information must be maintained. Successful candidates must be legally entitled to work in Canada, obtain security clearances required with the Industrial Security Directorate Division of Public Works and Government Services and secure requirements for vulnerable sector processing provided by the RCMP or Alberta Police.

Working Conditions

Malatest is a fast-paced, consistently changing, dynamic work environment. This position will support projects tasks and logistical requirements 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, while on-site and in the Edmonton office. Work in the office, will require sitting for long periods of time with extensive use of a computer. Advanced computer skills are required.

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. Extensive travel and flexibility to work outside of standard operating hours to and from on-site locations will be required. Overtime may be required to accommodate workload and deadlines.

The successful applicant must be able to self-monitor, constructively handle feedback, and strive for continuous improvement. As a member of the Edmonton office team, you will be expected to demonstrate high integrity and an ability to work independently (with an acute attention to detail), while accepting responsibility for the quality and completion of this contract term's research study.

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Hours of Work: Full-time, 40 hours per week, with a schedule that may vary based on project requirements; Flexibility to work other hours and overtime will be required. Based on performance and office needs, there is the potential that this position may be extended for an additional 12-month term in 2019. Additionally, in 2020 this may transition into a part-time opportunity and/or develop into other project opportunities.

Salary Range: Analyst range: \$50,000 to \$60,000 per year (based on experience and qualifications).

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-18E4**. No calls please.

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