



Senior Research Analyst

Competition # RAM17-S

Posted: June 9, 2017

Closing Date: Until filled

Locations: Toronto, Ontario

Hours of Work: Full-time permanent, 40 hours per week; Schedules may vary based on project requirements; Flexibility to work overtime as necessary, may be required.

R.A. Malatest & Associates Ltd. is one of Canada's largest independently owned and operated social research firms with more than 70 dedicated researchers working collaboratively to provide quality research that contributes to positive social and/or economic change across Canada.

Our company offers diverse research project opportunities in a variety of dynamic work environments with five national office locations in Toronto, Ottawa, Halifax, Edmonton and Victoria.

Currently, we are seeking a Senior Research Analyst who, at minimum, meets the following criteria:

- Holds a Master's degree in Economics or Social Sciences or other related field of study; or
- 10 years of project management experience within the research industry;
- Project management experience with multiple research projects, simultaneously;
- Strong sense of quality, integrity, professionalism, leadership and loyalty;
- Mixed-method approach and best practices for the research projects requirements awarded;
- Technical skills using SPSS and other related software (e.g., NVIVO, MS Access, MS Excel, Computer Assisted Telephone Interview or Online systems)

Why work with us?

R.A. Malatest & Associates Ltd. is a proactive, dynamic, program evaluation and market research organization always adding new capabilities and expertise to our existing competitive advantages. Our company offers a competitive private sector wage, benefits, discretionary bonuses, a dynamic work environment, and research experience that contributes to the continuous learning and professional development of our staff (often due to the variety of projects and positions available).

R.A. Malatest & Associates Ltd. is a client focused organization that is driven to meet and exceed all expectations for the integrity our research is known for.

Our Senior Research Analyst:

Must proactively contribute high level performance for the successful completion of research projects awarded, with a focused strength in quantitative and mixed-method research approaches;

Represents the company with matched values of **excellence, professionalism, quality, integrity, efficiency** and applies effective project management with well versed knowledge in appropriate research methods, models, theories, sample development, survey design and analysis;

Maintains a **strong client focus**, attention to detail, and high standards with effective time/project management capabilities, as well as a **passion for continuous learning**;

Duties will include, but are not limited to:

- Creating a work plan for the scope of work and deliverable requirements;
- Managing time and project budgets to meet workload requirements;
- Sample Development (direct from client, web, or other source sample methodology);
- Removing duplicates (providing edits and a cleaned and coded sample before uploading);
- Performing Marginal Checks (to provide informed reports back to the client);
- Data Extractions, Data Validations, and oversight of Quality Assurance Standards;
- Verifying accuracy and validity of data entries, in order to correct errors;
- Writing client ready project reports and preparing presentations;
- Working on initial work plans, framework development, logic models, research design, and appropriate implementation of research tools;
- Organizing and analyzing quantitative data (SPSS, MS Access);
- Leading multiple projects simultaneously;



Expectations:

The Senior Research Analyst takes the lead on project teams in order to interpret, define, and facilitate the scope of work required on a multitude of awarded research projects, simultaneously; creates the initial work plan and evaluation framework; determines the research question(s); performs the various tasks associated with efficient data management, analysis, instrumentation, methodological outcomes; and writes various reports and presentations required for the projects assigned.

- Maintaining and securing accurate information using Malatest processes, policies, procedures to fulfill project requirements and industry best practices;
- Performing to the highest quality standards with project completions (on time and under budget);
- Developing the project team's knowledge and experience in social research methodologies, data analysis and data management methods for quality project completions;
- Professional business acumen, client focus and an ability to work collaboratively;
- Excellent numeracy, critical thinking, attention to detail and the ability to multi-task in order to meet project demands and expectations consistently;
- The ability to think critically, self-start and organize responsibilities in order to meet deadlines and adjust to changing priorities;

Qualifications:

- Completion of a graduate degree or Master's degree in Economics or Social Sciences or other related field of study is preferred.
- Fluency in English & French (oral and written) is not required, but considered an asset.
- 8 to 10 years of project management experience within the research industry;
- Advanced technical skills using SPSS and other related software (e.g., NVIVO, MS Access, MS Excel, Computer Assisted Telephone Interview or Online systems).
- Professional designation as a Canadian Evaluator, or Canadian Market Research Professional, preferred;
- As a condition of employment we require high level private and security clearances. 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.

Working Conditions:

Our research teams will engage in active, fast-paced, sometimes strenuous work, within tight deadlines. Advanced computer skills are required. The successful applicant must be able to manage time effectively for ongoing project demands. Travel may be required from time to time within the Ontario region.

How to apply?

Submit your application, cover letter and resume to Ms. Pamela Toovey, CHRP of Human Resources. Please quote the competition number **RAM17-S** in all correspondence. No calls please.

Please Note: Other developing project and/or position opportunities may be assessed for specific qualifications sent in for our consideration. While we would like to thank every candidate, only shortlisted candidates will be contacted.

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| 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 in 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 peoples, persons with disabilities and/or members of visible minorities.
