

Malatest is a Canadian-owned and operated social research company with four office locations across Canada in Victoria, Edmonton, Ottawa, and Toronto. We are a major integrated research firm that includes in-house call centres, proprietary software solutions, and an expansive research portfolio that includes most of Canada's major municipalities, and an extensive list of provincial and federal government departments.

Malatest is expanding our team of nationally recognized researchers with subject matter expertise in areas related to our ongoing research studies which includes: health, education, economics, employment and labour markets, housing, and transportation. We are constantly researching important public policy issues – whether it be business conditions for small and medium-sized establishments in Canada, to completing major evaluations of innovative child care models – and are seeking individuals who thrive in completing quality research and evaluation.

The position requires a highly analytical and detail-oriented person with a passion for research and a client focused business acumen. If you are curious, driven to continuously learn, love to work with data, and thrive in a fast-paced office work environment and you have superior writing skills, this opportunity is for you!

Malatest works hard to contribute meaningful research which informs decisions and opportunities for change all across Canada. Our continued success, based on 35 years of quality project outcomes, provides career advancement, continuous learning, professional development, and dynamic work experience opportunities.

Job Summary:

Our **Research Analyst** is responsible for researching, analyzing, interpreting, and presenting data typically related to: health, education, labour markets, economics, housing, transportation and other social and economic sectors.

Work responsibilities are focused on internal project management, undertaking primary data collection through interviews and/or focus groups, assist in the design and administration of surveys, research report writing and quality project outcomes for our client-focused deliverables. As part of our research team, you will play an integral role in delivering strategic insights by analyzing data, providing valid observations and recommendations, by delivering the quality outcomes, reports and presentations that meet and exceed our client's expectations.

Responsibility:

- Supports research projects at all levels through to completion;
- Successfully executes research methods to produce quality results;
- Coordinates survey projects in collaboration with your team, including validating the questionnaire, coordinating field deployment, follow-up and validation of the pre-test, daily project monitoring, qualitative project follow-up (recruitment, incentives, etc.);
- Supports the research manager by providing timely and accurate information for effective project management work plans and ongoing communication updates with clients;
- Develops and designs project management tools, data collection frameworks, and research methodologies;
- Develops tools (moderator's guides, questionnaires) that include survey data instructions, analysis plans, and integration of data from multiple sources (conducting primary research activities);
- Undertakes database development, sample planning and sample management, data validations and manipulation, quantitative and/or qualitative analyses and report-writing;
- Analyses results and writes research reports that present results and strategic recommendations;



- Writes, edits, and formats report content, and develops progress reporting tools;
- Participates in project launch, work flow monitoring of project hours and budget, and ensures quality control of projects within respected timelines; and
- As you progress and develop, you will be proactively contributing to the development and implementation of small to medium-sized research and evaluation projects, or components of complex research studies.

Qualifications:

- University degree in the social sciences (e.g., sociology, psychology, education, or related discipline), Master’s degree preferred.
- 2 years of applied work experience in a client-focused environment with responsibility for multiple projects (from inception to completion).
- Eager to learn and acquire knowledge in the principles of research, program evaluation, research design and methodology in both qualitative and quantitative analysis.
- Ability to extrapolate results and translate the findings into strategic conclusions with knowledge in advanced statistical techniques (e.g., factor analysis, regression).
- Proficiency working with MS Office: (e.g., MS Access, MS Excel, MS Word, PowerPoint).
- Proficiency working in at least one statistical program: SPSS, R, SAS, STATA, NVIVO.
- Strong organizational skills, including the ability to prioritize to manage several projects at once.
- Excellent written communication skills.
- A condition of employment, candidates must be legally entitled to work in Canada, obtain security clearance with the Industrial Security Directorate Division of Public Works and Government Services of Canada, and secure vulnerable sector and/or criminal record checks, as required.
- As this position may require travel, successful applicants will be required to show proof of covid-19 vaccinations.

Why Work for Malatest?

Malatest is a dynamic and fast-paced research project work environment. We employ a diverse and dynamic team of researchers at all stages of development (from emerging researchers to experienced experts) who bring a variety of skill sets and educational backgrounds. In addition to a competitive salary and a bonus program, we offer a full suite of benefits, including RRSP matching and parental leave top-up.

MALATEST VALUES

Team Player	Client-Focus	Business Acumen
Continuous Learning	Quality Orientation	Dedication to Excellence

Posted: October 6, 2021

Closing Date: Until Filled

Locations: Edmonton, AB

Hours of Work: Permanent full-time, 40 hours per week; while hours of work for the position may vary—with overtime as required to meet the requirements and expectations of the position.

Rate of Pay: \$55,000.00 to \$65,000.00 per year (based on qualifications), plus benefits and performance bonus.

How to Apply?

Submit your resume, cover letter, and application form to Malatest. No calls please.

Please quote the competition number **RAM-21RA** within the subject line and content of your application by e-mail.

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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Malatest is an equal opportunity employer and will not discriminate against any employee or applicant from employment for which the employee or applicant is most qualified. *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.*
