
Research Data Analyst

R.A. Malatest & Associates Ltd.

R.A. Malatest & Associates Ltd. is one of Canada's largest independently owned and operated program evaluation and market research firms with more than 70 dedicated research professionals and 100 or more part-time surveying data collection staff members, all working to provide quality research that contributes to positive social and economic change across Canada. R.A. Malatest & Associates Ltd. offers diverse research project opportunities in a variety of dynamic work environments. Our company has national office locations in Halifax, Toronto, Ottawa, Edmonton and Victoria.

Currently, we are seeking an experienced Data Analyst with high level skills to contribute, coordinate and manage the various aspects of data analysis processes that inform our program evaluations and market research projects.

Competition #: RAM - D1

Location: Victoria, BC

Posted: August 15th, 2014

Closing Date: Until filled

Salary Range: \$40,000 to \$52,000 per year (based on experience and tenure), plus benefits and discretionary performance-based bonus opportunities.

If you are passionate about unlocking and managing the meaningful value of our collected data that further informs our research, then you will want to join our team. Our Data Analysts leverage the efficiency and quality of information gathered so that our data provides meaningful value and impactful results for the evaluations, planning opportunities and ongoing communications that inform and enhance the research we provide for our various stakeholders and clients.

This role works well collaboratively within a team by actively participating in our ongoing research studies and works effectively independently to gather, manage and analyze data. This position reports directly to high level management where you can maximize your skills and build your career potential.

Working with R.A. Malatest & Associates Ltd. provides staff members with an opportunity to complete meaningful social research, at the local, provincial, national and sometimes international levels of contribution. This position would appeal to an individual who is willing to manage a variety of projects simultaneously within tight timelines, and focuses on ensuring quality work for each and every project.

Duties will include, but are not limited to:

- Designing and developing data capturing mechanisms; identifying and recommending internal process improvements related to data collection, flow, storage and usage to ensure accuracy and organizational efficiency.
- Sourcing and collecting data from multiple varieties of sources with focused quality assurance, data validation and maintained data integrity.
- Conducting customized data collections, mining, analysis and reporting (either ad hoc or for organizational projects), as required; creating reports for internal and external stakeholders.
- Recommending and developing data analysis and reporting methodologies and tools to ensure consistency of messages with regards to Malatest standards and research statistical findings.
- Identifying, monitoring, and analyzing external research for data that can support the evaluation and stakeholder relations, internal strategies or process development opportunities.

- Collaborating with the appropriate allocation of resources to complete the required work assigned;
- Assisting in the development of staff through mentoring/coaching, role modeling, provision of in-house training, workshops, information sessions, and various other presentations or communications;
- Contributing to the timely and cost efficient completion of every research project and initiative;
- Performing as the project manager or senior analyst for multiple large-scale research projects which include methods such as: survey design, origin and destination, needs assessments, labour market and program evaluation studies;
- Assists in directing teams and providing expertise towards several projects simultaneously, while contributing to client liaison, project scoping (evaluation frameworks and project work plans), completion of significant portions of the research, supervision of project team members, quality assurance compliance control, data analysis and report writing;
- Upholds, adheres, enforces and maintains Malatest policies, procedures, privacy and confidentiality requirements, as well as the quality standards of the company;
- Contributing towards business development activities such as directing or preparing proposals, meeting with potential clients, developing business promotional materials and attending conferences or other professional networking forums, events and initiatives;
- Represents the company with a matched value for **excellence, professionalism, quality, integrity and efficiency**; engaging their attention to detail, interpersonal engagement, dynamic energy, top notch data management skills and dedication to the quality research work we provide;

Qualifications:

**This position reports directly to the Research Manager(s) and Associate(s) of
R.A. Malatest & Associates Ltd.**

- Graduate or undergraduate degree in the computer sciences, database administration, computer technology, or related discipline, and a minimum of 4 years' related to social research, social sciences, information management, business administration, or other field related to evaluation research;
- Strong technical aptitude and experience with data warehousing and data mining; coupled with your passion for data, data systems and/or languages (e.g. SQL, Java, HTML, SPSS, MS Access, MS Excel, MS Word, Computer Assisted Telephone Interviewing systems (CATI) and CallWeb);
- Customer service focus, excellent communication abilities, high level integrity to handle confidential and/or sensitive or private information accurately;
- Firm grasp and demonstrated proficiency in research methodology and statistical analysis (primarily quantitative) with an understanding of mixed method approaches and qualitative research methods;
- Must enjoy the challenge and opportunity of working in a complex environment with multiple concurrent high priorities with a strong attention to detail, and high degrees of accurate and efficient productivity;
- As a condition of employment on many of our research project contracts, staff members are required to adhere to Malatest privacy, security, confidentiality and quality standards, be legally entitled to work in Canada and be able to obtain security clearances with the Industrial Security Directorate Division of Public Works and Government Services Canada;
- Ability to communicate in English, French, or other language is considered an asset;
- Travel may be required, as well as the ability to work extra hours in order to meet project deadlines;



Submit your CV:

Submit your resume and cover letter to Ms. Pamela Toovey, CHRP of Human Resources. Please quote the competition number **RAM – D1** within your application and e-mail.

While we would like to thank every candidate for applying, please be advised that only shortlisted candidates will be contacted in order to book interviews and training. No calls please.

Please Note: Another position may be assessed for specific qualifications and will be considered for other positions where placement opportunities are applicable.

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 for 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 for employment is qualified. We are committed to ensuring employment equity in our workplace. 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 members of visible minorities.
