

Posted: November 13, 2019

Closing Date: December 9, 2019

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.

Research candidates will be considered for appointment at the Analyst, or Senior Analyst level, based on qualifications and applied years of experience. Therefore, this position would be of interest to: research consultants, generalists, or experienced data analysts.

If you have a keen interest in the research Malatest provides and looking for an opportunity to diversify your learning and experience, this position would be of interest to you. Our ideal candidate will have strong technical skills, strong writing abilities, and will have had exposure to good time and project management. This opportunity is ideally suited to someone with a background in research, consulting, or is otherwise familiar with project management and data analysis with minimal supervision.

Areas of our research focus are diverse; however, some common areas include health, education, employment and the labour market, housing, and transportation.

Key areas of responsibility include:

- Supports the research manager by providing timely and necessary information required for project management and communication with clients;
 - 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;
 - Producing well written reports that clearly communicate project methodologies, assessed evidence, and research findings (clearly and concisely) to a variety of audiences;
 - Participates in the implementation of research projects by supporting project management through guiding work flow, and monitoring of project hours and budgets;
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Qualifications:

- Master's degree in the social sciences (e.g., sociology, psychology, education/ related discipline), this opportunity will provide you with the opportunity to leverage your knowledge and contribute to meaningful research projects all across Canada.
- Minimum of two years applied work experience in a client-focused environment with responsibility for managing time and multiple projects from inception to completion.
- Knowledge in complex data management, economic or statistical analysis, advanced database design, research methods and methodology, evaluation frameworks, and appropriate research process best practices.
- Proficiency with technical applications such as MS Access, MS Excel, SPSS, R, SAS, ArcGIS, NVIVO, CATI/CAWI, and other standard MS Office products.
- An understanding of survey data research, analysis and reporting will be considered an asset.

- Experience conducting a wide array of primary quantitative research such as research design, data collection (methods and data management experience preferred), analysis and reporting.
- Strong writing skills with the ability to clearly communicate complex concepts.
- Malatest staff must adhere to privacy, security, confidentiality and quality standards and be legally entitled to work in Canada. Working with Malatest to obtain security clearances with the Industrial Security Directorate Division of Public Works and Government Services Canada; will be required.

Working Conditions

Malatest is a fast-paced, consistently changing, dynamic work environment. This position will support multiple projects simultaneously, under the pressure of deadlines. 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, though some flexibility is possible.

This position must demonstrate clear and collaborative communications within multiple departments.

Employees must demonstrate a high level of integrity and attention to detail, an ability to work independently, and the ability to accept responsibility for the quality and completion of assigned work.

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Hours of Work: Full-time (40 hours per week); schedules may vary based on work requirements; flexibility to work other hours and/or overtime during busy times.

Salary Range: \$45,000.00 to \$65,000.00 per year (based on qualifications), high standards of excellence and performance may lead to further career advancement opportunities.

How to Apply?

Submit a cover letter, resume, and application form to Ms. Pamela Toovey, CPHR of Human Resources. Please quote a preferred office location and the competition number **RAM-19RA**. **No calls please.**

Note: While we thank you for your interest, only shortlisted candidates 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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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.
