

Malatest is one of Canada's largest independently owned and operated social policy research companies with office locations in Toronto, Victoria, Edmonton, and Ottawa. Malatest Research professionals are recognized nationally as having strong expertise in program evaluation.

We are looking for an Assistant Research Manager to join our growing team in Toronto. Our ideal candidate is a dynamic team player that will be responsible for managing mid-range to large projects that are moderate to advanced complexity in a fast-paced environment involving multiple deadlines, assisting in the growth and development of Malatest researchers, as well as contributing to the sustainability of the company overall. This involves maintaining existing business; promoting new business ideas; managing multiple projects simultaneously to meet and exceed Malatest's financial goals and revenue projections.

The appointee will represent the company with matched values of excellence, professionalism, quality, integrity, efficiency and effective project management with well versed evaluation research methods, models, theories, and tools. In addition, they will maintain a strong client focus, vibrant energy, attention to detail, effective time/project management capabilities, as well as a passion for continuous learning. Areas of focused expertise: transportation, health, education, child and youth development, criminal justice, employment, and labour market studies.

Key Responsibility:

- Manages multiple projects simultaneously and demonstrates problem-solving project management experience and skills;
- Demonstrates excellent numeracy, critical thinking, attention to detail and the ability to multi-task in order to meet project demands and expectations;
- Manages project start ups from the contract process through to project team design and overall project management;
- Monitors project and day-to-day budget allocations on projects;
- Collaborates on complex, small to medium research projects across research teams and offices;
- Develops internal and external relationships through thoughtful leadership and consistent professionalism;
- Maintains guidance and recommendations with the project team for good workflow decision making and accountability;
- Accountable for project management of project and client communications through guiding the workflow, reviewing deliverables, producing timely project progress reports, and problem solving;
- Organizes and analyzes quantitative data (SPSS & R) and qualitative data (R, NVivo, SPSS, MS Access)
- Leading and overseeing multiple projects simultaneously;
- Mentoring and developing staff while contributing to business development initiatives;
- Performing various other tasks associated with the completion of social research, program evaluations, and/or market research projects.

Qualifications:

- Master's degree in social sciences, health, economics, statistics, public administration, computer science, or another field that included a strong applied research component.
- Professional Doctorate degree, preferred.
- 5 to 10 years applied industry experience, working in social research environment;
- 5-8 years of demonstrated project management experience;
- 5 to 10 years applied industry experience, working in social research environment;



- Advanced technical skills in SPSS and R and experience using other related software (e.g., MS Access, MS Excel, NVivo, Computer Assisted Telephone Interview or Online systems);
- Fluency in another language, English & French (oral and written skills), is considered an asset;
- A combination of directly related work experience, on-the-job training, and other professional development courses taken in program evaluation will be considered; Preferred CE or CMRP designations;
- Demonstrated ability to self-start, initiate, motivate, and organize responsibilities in order to meet deadlines, work under pressure, and adjust or adapt to changing task priorities and deadlines;
- High level of integrity for handling confidential and private or sensitive information;
- Must be able to obtain and maintain the appropriate security clearances required through the Industrial Security Directorate Division of Public Works and Government Services;
- All staff must be legally entitled to work in Canada and are subject to a criminal record check.

Why Work for Malatest?

Malatest is a fast-paced, consistently changing dynamic work environment. This position will support multiple project assignments simultaneously, under the pressure of deadlines. The physical work environment may change depending on task and project.

Standard office hours of operation are Monday to Friday from 8:30am to 5:00pm, although some hours may vary by task and project. Overtime may be required to accommodate workload and deadlines. Travel may be required from time to time, subject to project requirements.

While a member of a team, researchers demonstrate high integrity, an ability to work independently (with an acute attention to detail), while ultimately accepting responsibility for the quality and completion of 4 to 5 research projects, simultaneously.

Posted: October 27, 2023

Closing Date: Until filled

Locations: Toronto, ON

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.

How to Apply?

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

Please quote the competition number **RAM-23AM** 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: 201 – 862 Cloverdale Ave Victoria BC V8X 2S8
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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, Indigenous peoples, persons with disabilities and/or members of visible minorities.*
