

## Job Description/Specification

<b>Identification</b>	<b>J0236</b>	<b>TFEU/BCTF Joint Salary Committee Decisions</b>
<b>JOB/POSITION TITLE:</b>	Senior Researcher	<b>FORMER TITLE/DEPARTMENT:</b> Research Assistant
<b>DIVISION/DEPARTMENT:</b>	Research and Technology	<b>PAY GRADE:</b> 7
<b>SUPERVISOR'S TITLE:</b>	Director, Research and Technology	<b>DATE APPROVED:</b> February 3, 2016

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### Function and purpose (a)

To carry out a wide variety of research and analysis utilizing quantitative and qualitative research methods to support the research priorities of the Federation. To inform, advise and support the Federation Executive, officers, staff, committees in the development of policy and programs in a wide range of local, national and international education issues.

### Principal duties and responsibilities (a)

1. Helps define research priorities for the Federation. Designs, develops and conducts independent research programs from the stages of conception and design through to the final production and presentation of data and reports on a wide variety of topics which are current Federation priorities. Translates research needs and requests from the BCTF Executive, the BCTF AGM, PSAs, local teacher associations into specific research proposals and projects and undertakes work on these projects. Co-ordinates the editing, costing and printing of research publications. Takes initiative to identify areas of research that are potentially significant for the BCTF based on analysis of current educational trends and issues.
2. Presents results of research at internal and external conferences, meetings and workshops to inform Federation decision-making and raise the profile of the Federation.
3. Takes responsibility for the conceptualization, research and reporting of projects that include individual or groups of teacher researchers. Selects teachers to participate in collaborative research projects. Takes responsibility for the methodological training of such teacher researchers, co-ordinates and facilitates their involvement in researching Federation priority issues. In conjunction with PSID staff participates in training and overseeing Program for Quality Teaching projects.

4. Formulates and utilizes varied methods of quantitative and qualitative data collection, analysis and reporting. Decides which methods are appropriate to specific research projects. Collects and analyzes data, and arrives at conclusions. Publishes reports in a variety of formats, and presents such reports to the BCTF Executive, Representative Assembly, local teacher association Executives, PSA Executives, and external agencies. Researches sources and takes primary responsibility for the writing of BCTF briefs to government, and position papers, as designated. Participates in the development of action plans, publicity campaigns and articles.
5. Writes articles for Federation newspaper, web site and electronic listservs, on issues of current educational debate and to provide information to members about the work of the Research Division.
6. Assists in the development of communication strategies which inform teacher members, other educators and the public of the Federation's research role in pro-actively supporting and improving public education. Takes part in the actual communication activities by making presentations within the Federation, at locals, at PSA and other local, national and international research conferences. Develops media releases in conjunction with communications staff. Prepares and briefs officers prior to media releases and prior to officers' media interviews, and provides support for such officers at media releases of research reports.
7. Identifies potential sources of external research funding which support the involvement of the Federation in collaborative research projects with universities. This includes the development of detailed research proposals with university partners in support of Social Sciences and Humanities Research Council funding applications. Obtains external funding and manages projects for which such funding is obtained.
8. Identifies and develops collaborative research projects with university faculty, school district management, local teacher associations, community groups and parent organizations. Supports and facilitates the projects and takes responsibility for the publication of project reports.
9. Develops data bases where appropriate which facilitate access to research projects and reports.
10. Participates in internal workgroups, including the Special Education and the Mental Health workgroups.
11. Represents the Federation, when directed, on external committees.
12. Networks with groups external to the Federation to identify evolving issues, directions, patterns and trends in education.
13. Assigns and oversees the work of the Research Assistants including responsibility to provide technical direction and training on research methods and procedures and promote and control quality and quantity of work.

## **JOB REQUIREMENTS**

**This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES AND PHYSICAL DEMANDS necessary to perform the job.**

### **Experience (b)**

More than 5 years experience in a research and communications environment, with experience in qualitative and quantitative research methods; such experience should include extensive experience in: survey design and analysis; a wide range of data collection; collaborative approaches to research; writing reports for publication and in presenting such reports at conferences and other venues. Must have exceptional communicating skills, oral and written, with a proven ability to synthesize research/information into effective and appropriate communication formats. Experience in research and accessing research literature which focuses on K-12 education, and which includes a comprehensive knowledge of educational issues which are current in BC, in Canada, and internationally.

### **Education and training (c)**

A master's degree (or doctorate) in Education involving research and training in the areas of educational curriculum, instruction and evaluation, including courses in quantitative and statistical methods and analysis. Ongoing professional development in qualitative and quantitative research methods, and software.

### **Licences and certificates (c)**

Post graduate university degree with specialization in the above areas.

Eligibility for membership in at least one national or international professional research association.

### **Environment (g)**

Physical/emotional environmental conditions normally associated with professional office work such as communication, conflict resolution and collaboration skills, critical thinking, project management, equipment operating dexterity, and scheduling pressures.

## **JOB CHARACTERISTICS**

**This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.**

### **Contacts and relationships (d)**

Contacts with, reporting to, and receiving direction from the BCTF Executive, Co-ordinating Committee, PSA Presidents and Executives, local teacher associations and BCTF staff.

Contacts and relationships with persons external to the Federation office are both complex and a major consideration in the job and require a high degree of tact and diplomacy. Needs to be able to make subtle judgements while working with the officers of external agencies. Liaises and initiates projects with Ministry of Education Directors and staff, university faculty, Directors and staff of educational stakeholder organizations and community groups, teachers, resource librarians, public agencies and other unions. Within the framework of Federation priorities, responds to enquiries and requests from members. Demonstrated ability to work independently. Excellent communication skills including the ability to write for and address a wide variety of audiences. High-level thinking skills such as synthesizing data, information and knowledge from a wide variety of sources and the ability to communicate these complex relationships to a wide variety of audiences.

### **Machines, equipment and work aids used**

Computers with Office suite of programs; statistical handbooks, government and private publications, finance statutes and regulations, business periodicals, education journals and socio-economic literature.

### **Positions supervised (e)**

None.

### **Physical and/or mental effort (f)**

Stress in this position is produced out of the demands for speed and accuracy in responding to research requests and out of the need to monitor and interpret a wide range of educational issues, including Special Education, ESL, school organization, and whichever issues are priorities for the Federation at any given time. Also, the number of research requests and projects is unpredictable and routinely exceeds the capacity for response. Mental fatigue is an integral aspect of the position, arising out of the pressures of formulating problems, developing designs, executing projects, interpreting results, preparing findings, preparing publications in various formats, and presenting finished products.

### **Working conditions (g)**

Must respond to Federation priorities which may involve intense periods of work where significant overtime is required in order to meet tight deadlines. Evening and weekend work can be required at short notice.

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Date

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Incumbent

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Supervisor

**J0236**  
February 3, 2016  
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