

Job Description/Specification

Identification
J0408

TFEU/BCTF Joint Salary
Committee Decisions

JOB/POSITION TITLE: Senior Research Analyst

FORMER
TITLE/DEPARTMENT:
Research Analyst

DIVISION/DEPARTMENT: RT Division

PAY GRADE: 7

SUPERVISOR'S TITLE: Director, Research
and Technology

DATE APPROVED:
February 3, 2016

Function and purpose (a)

To inform, advise and support Federation officers, committees and staff in critical decision-making processes regarding Federation policy and programs by independently conceptualising, developing, and conducting statistical and qualitative analyses in the areas of collective bargaining, education finance, government finance, school facilities and operations, student enrolment and socio-economic factors related to employment, teaching and learning in the public education system.

Principal duties and responsibilities (a)

1. Works with Federation officers, internal and external committees and staff to define research priorities for the Federation. Develops and conducts independent and cross-divisional 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 related to business and economic conditions, labour markets, collective bargaining, education finance, government information and technology policy, general government finance, cross-provincial funding comparisons, federal-provincial finance arrangements, education programs, budgets, salaries, benefits, learning and working conditions in the public education system. Translates research needs and requests into specific research proposals and projects and undertakes work on these projects.
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. Creates, researches, analyses and presents teacher salary case materials in consultation with Bargaining Division administrative staff and bargaining team. Maintains specialized research capacity to monitor and evaluate trends and developments in the area of public school education finance; prepares reports and statistical comparisons and costing information regarding education finance developments and their relationship to the public school system and teacher collective

bargaining; writes briefs for presentation to inside committees or work groups and outside bodies.

4. Collects, analyzes and evaluates quantitative and qualitative data related to Federation issues. Formulates and tests methods of data collection; researches sources of statistical, financial and socio-economic information; gathers information by reviewing and analyzing government publications, academic sources and independent sources and by contacting government, union, and educational sources, as well as private information agencies, schools, and teachers, and BCTF administrative data such as the membership system and Salary Indemnity Plan; analyzes and evaluates data and arrives at conclusions; researches sources and assembles appropriate information for briefs, action plans, publicity campaigns and articles; designs surveys and other research instruments and consults with staff and members doing same.
5. Develops systems to process information received. Develops and maintains quantitative databases. Uses standard statistical methods to examine and evaluate trends and components of education, employment, collective bargaining, teaching and learning conditions; develops and follows established procedures for the calculation and verification of various financing formulas.
- 6 Acts as statistical resource for the Federation. Assembles, verifies, classifies, synthesizes, and circulates where applicable statistical and analytical data relating to collective bargaining, economic conditions, government finance, education finance, school facilities and operations, student enrolment and a variety of socio-economic and cultural indicators of employment, teaching and learning in the public education system at all levels to provide a knowledge base for the work of administrative staff, officers of the Federation, local presidents and members, and to support statements, programs, and enquiries. Keeps informed of developments in Freedom of Information and Protection of Privacy provisions in the education sector to ensure compliance for Federation research activities.
- 7 Reports on data and communicates research results and strategies. Prepares and writes reports/briefs to groups of officers, staff and teacher members with a special view to rendering technical and specialist terminology and analysis in a non-technical, non-specialist form. Prepares research reports. Provides advice on communications strategy and writes items for departmental and Federation communications vehicles such as electronic mailing lists, the BCTF web site, and the news magazine. Prepares and delivers training workshops and presentations on specialized research techniques. Participates in web site research data and analysis content.
8. 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 as a researcher involving both qualitative and quantitative socio-economic research, analysis and report-writing with preference given to those with a background in educational research or a social science. Demonstrated ability to use a range of software to build and maintain large and complex databases and use them for analysis and to produce reports

Exceptional oral and written communication skills including the ability to write for and address a wide variety of audiences.

Demonstrated ability to work independently and exercise initiative and judgement. Must be self-directed in designing work and carrying it out.

High-level thinking skills such as synthesizing complex data, information and knowledge from a wide variety of sources and the ability to communicate these relationships with a high degree of accuracy.

Education and training (c)

A master's degree (or doctorate) involving research and training in the areas of economics, public policy, public finance and/or industrial relations, 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 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 through the Director of Research, from all levels of Federation Executive Committee, Co-ordinating Committee, PSA Presidents and Executives, local teacher unions, BCTF staff, and other committees to receive research requests, provide advice on research design, results and communication strategies, initiate research proposals and projects, transmit or exchange information and data and present, explain or clarify statistical information, analysis and reports produced.

Contacts and relationships with persons and groups external to the Federation office are both complex and a major consideration in the job; they require a high degree of tact and diplomacy to prepare and present specialized research reports, explain or clarify statistical information, obtain or exchange information and data with trade unions, government and private information agencies, schools and teacher associations, post-secondary institutions, consultants and legal counsel, directors and staff of educational stakeholder organizations and community groups as well as to solicit information and professional advice as required in the design and execution of research projects and in the interpretation of research results.

Teamwork and supervision of support staff are both required aspects of this job.

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 issues including teacher bargaining, education and government finance and whatever 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 and hypotheses, executing projects, interpreting results, preparing findings, and presenting finished products under tight timelines. Finished products are frequently high-profile documents or presentations subject to scrutiny by officers, staff, members, government and the public.

Working conditions (g)

Some travel is required..

Must respond to Federation priorities which may involve intense periods of work including the possibility of overtime to meet tight deadlines. Evening and weekend work can be required at short notice.

Date

Incumbent

Supervisor

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