



JOB POSTING

Date: October 20, 2020

Competition: #20-42A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Institutional Research Analyst

Division: Vice-President Academic - Institutional Research

Location: This position is permanently based at our New Westminster, BC campus; and currently temporarily remote due to JIBC COVID 19 Safety Plan protocols.

Reporting To: Director, Institutional Research

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Position Summary:

Reporting to the Director, Institutional Research this position is responsible, as assigned, for the development, coordination, data collection, data manipulation, analysis and report writing for regular and ad hoc research and reporting activities to support the strategic and operational planning, decision-making and reporting needs of the Justice Institute of British Columbia (JIBC). In consultation with the Director, the Analyst uses best practices in maintaining and documenting efficient and effective data management systems and databases and in defining data elements and standards for reporting and research. The Analyst uses strong data manipulation skills, advanced report design skills, well-defined communication skills and a client-centred approach to convert diverse and complex data into reports and summaries that are clear and easy to interpret for a variety of audiences. The Analyst will provide support to education, training and service departments in the provision of institute data to inform strategic and operational activities, in defining consistent and best practice business processes, in the design and conduct of research projects and/or evaluation initiatives and assisting with the development, selection and/or administration of surveys including the collection of primary data and its analysis.

Primary Responsibilities:

Internal Reporting Requirements:

Under the direction of the Director:

- Develops applications, data sets and databases to support Institute-wide projects, including business intelligence and strategic/operational planning;
- Analyzes data requests to define and document requests and completes analysis and/or programming necessary to access data and present it in a clear and meaningful manner;
- Assists with the development of research designs including strategies for data collection, analysis and interpretation;
- Using best practices, acts as the lead for institutional survey activity including assisting clients (service areas, education and training) in defining research goals and project scope to translate these into questionnaires that meet JIBC survey protocol requirements;
- Assists in the preparation of research and background studies related to labour market and socio-economic trends related to JIBC's strategic and operational goals;
- Prepares and formats data and develops reports according to departmental standards;
- Documents report and survey protocols and procedures for future reference;
- Uses a variety of Institute approved software to create data sets and reports;
- Assists with the development and maintenance of applications related to research and planning;
- Responsible for other duties as assigned.

External Reporting Requirements:

Under the direction of the Director:

- Prepares draft data sets for submission to provincial Student Outcomes, Central Data Warehouse and other government bodies/agencies as directed;
- Develops research studies relating to system-wide issues;
- Participates in system-wide meetings, as required;
- Responsible for other duties as assigned.

Specific Authorities/Accountabilities:

The incumbent acts as a key resource for the department and the Institute in provision of data and research results to inform strategic and operational planning of the institute and in the provision of data for provincial and federal reports in order to meet institutional accountability requirements. The incumbent is expected to design and implement data analysis plans and prepare strategic reports in alignment with Strategic and Operational Plans, Ministry Service Plans, Ministry Institutional Accountability requirements, Central Data Warehouse Data Quality requirements and appropriate legislation in order to meet provincial accountability and legislative requirements.

Qualifications and Requirements:

- Relevant Baccalaureate degree (or higher);
- Minimum five years of related professional research and analytics experience, preferably in post-secondary education;
- Experience with reporting/querying tools and languages; including proficiency in designing and executing research, reporting and data visualizations using applications such as Tableau, Power BI, SPSS, Nvivo, Excel, Qualtrics, SQL Server Reporting Services;
- Proficient with relational databases and data analysis and query languages such as SQL, R, Python;
- Experience in managing projects across the entire life cycle, from initiation to closure.

Specific demonstrated proficiency in the following is required:

- Knowledge and understanding of statistical concepts;
- Knowledge of issues, concepts and processes related to institutional reporting and accountability in higher education;
- Knowledge of institutional research tools including statistical applications, data base analysis tools, spreadsheets, and the ability to create summary information from large volumes of data;
- Strong analytical and problem solving skills;
- Positive work ethic and ability to manage multiple short and long-term projects simultaneously and to work independently and collaboratively;
- Ability to analyze and evaluate requests and clarify requirements with clients and Director;
- Ability to communicate effectively and appropriately both orally and in writing, with internal clients and external stakeholders as required;
- Ability to translate concepts into data and vice versa;
- Highly organized, logical, efficient, and detail oriented;
- Proficiency with common office software (i.e. Microsoft Office suite) and other relevant software applications.

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$61,541 to \$70,256 per annum (BCGEU Grid Level 23) based on 35 hour work week

Posting Date: October 20, 2020

Closing Date: November 12, 2020

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #20-42A, via email to hr@jibc.ca.

Please feel free to contact Tracey Carmichael, Director, Institutional Research at tcarmichael@jibc.ca for more information about this position.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous peoples, and persons with disabilities.

