



The Maritime Provinces Higher Education Commission (MPHEC) is an arm's length organization accountable to the ministers responsible for postsecondary education in the Maritimes. The Commission comprises 20 members representing universities, the public-at-large (including students), and the three Maritime governments. The Commission's primary orientation in carrying out its duties is to give first consideration to improving and maintaining the best possible service to students as lifelong learners. The Commission, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position:

**POLICY AND RESEARCH ANALYST
(RESEARCH AND DATA)
(\$56,524- \$78,962)
(full-time, permanent)**

Under the direction of the Director, Research and Data Analysis, the main responsibilities of this position are to:

- Plan and execute research projects independently and provide the Commission with timely advice and analysis;
- Analyse and interpret data (administrative and survey data) for internal and external reporting purposes; develop and produce standardized statistical tables;
- Develop concepts/definitions/methodologies for statistical measures related to the postsecondary education sector to assist decision-makers;
- Write various documents with team input (memos, minutes, analytical reports, infographics, slide presentations), often for publication;
- Plan and coordinate data collection activities from institutions under the Commission's scope, following existing policy and procedures including assessing data integrity, troubleshooting data errors and data quality issues;
- Plan and manage the work of consultants;
- Research and document data requirements, and data collection and administration policies;
- Provide data and information in response to requests from the public within area of expertise;
- Present research results at stakeholder events (forums, working groups).
- Other related work as assigned;
- May involve travel

The successful candidate will be expected to become familiar with the content of the Commission's data warehouse; be able to manage and deal with large amounts of data; demonstrate initiative, be self-directed and goal-oriented; be able to manage multiple long-term projects with day-to-day activities along with tight deadlines; be methodical and attentive in their work and have an affinity for detailed work; demonstrate initiative and an excellent capacity for problem-solving. He/she will have strong organizational skills, excellent oral and written communication skills, be flexible and adaptable and able to prioritize their work.

Minimum Qualifications:

Candidates must have:

- A research-based graduate degree (with thesis) in statistics, computer science, library and information science, physical/life sciences, social sciences or other related field encompassing a quantitative research approach;
- At least five years of experience in planning and conducting research projects, or an equivalent combination of education and experience;
- A good understanding of research methodology and design;
- Experience with data/information processing, statistical analysis, ideally with experience using large data sets;
- Intermediate to advanced competency in SPSS or other statistical testing software;

- Expertise in data manipulation is essential. Possess intermediate to advanced competency in MS Excel, MS Access or SQL;
- Excellent oral and written communications skills in English.

Asset qualifications:

Preference may be given to candidates that:

- Have the ability to communicate (oral and written) in French;
- Have familiarity with data visualization and/or data visualization software;
- Have prior experience conducting research related to postsecondary education;

An equivalent combination of education, training and experience may be considered. Candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position and their resume should be in chronological order specifying education and employment in months and years.

The Commission offers an excellent benefits package and a stimulating work environment. Salary is commensurate with experience

Applications must be submitted quoting Competition No. PRA-Data-19-01 to: Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, or by email at mphec@mphec.ca, **by April 5, 2019.**

We thank those who apply, however, only those selected for further consideration will be contacted. This opportunity may be used to fill future vacancies at the same level.