JOB POSTING

Research Data Centre (RDC) Analyst
Statistics Canada RDC at The University of Western Ontario

To apply:
Send cover letter and CV to James Chowhan by email (chowhan@mcmaster.ca).
CVs and cover letters must be received by Sunday October 25, 2015 at 23:59ET.

Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Position: Research Data Centre Analyst (at The University of Western Ontario), Statistics Canada

Classification: EC-05

Salary: $77,118 per annum*
*Prorated based on number of hours per week.

Tenure: Full-time and part-time (Monday to Friday)

Language requirement: English Essential

Security clearance: Enhanced Reliability Check is a condition for employment

JOB DESCRIPTION
Research Data Centre Analyst:

Administers the operation of the Research Data Centre (RDC) for its clients and ensures that the activity is consistent with Statistics Act by fostering an environment of confidentiality and ensuring that all archival standards are met. This includes activities such as assisting researchers with project preparation, administering RDC access (security checks and contracts), orientating new researchers into the RDC secure computing environment and liaising with the program management.

Responsible for maintaining the integrity of the secure computing environment by ensuring the physical, technical and legal requirements for the operation of an RDC are within standards dictated by Statistics Canada. This would include assigning tasks to local IT staff as required.

Coordinates and participates in consultations with researchers. With colleagues, you will participate in meetings, committees, and/or working groups.
In partnership and coordination with the Academic Director of the UWO-RDC you will participate in outreach activities, such as bring awareness of the rich data resources available at UWO-RDC to the wider research community at Western.

Provides consultation on research methods and data concepts relevant to Statistics Canada data by RDC researchers in a client service oriented environment while fostering a culture of confidentiality.

Analyzes all interim and final research outputs that leave RDC to ensure that they respect Statistics Canada’s confidentiality protection requirements.

Maintains a liaison between the RDC network and Subject Matter Areas responsible for the Statistics Canada household surveys or administrative data.

Participates in various program wide projects which include a range of activities, such as recommending, documenting, developing and providing advice based on areas of specialization such as confidentiality vetting, use of administrative data, and survey data concepts and methodology.

Manages and supervise Administrative and Branch staff.

**ESSENTIAL QUALIFICATIONS**

**Education**
- Graduate degree (Master's degree or PhD) from a recognized university with an acceptable specialization in Economics, Sociology, or Statistics.
- The courses for the specialization do not necessarily have to be part of a degree program in the required specialization. The specialization may also be obtained through an acceptable combination of education, training and/or relevant experience in health related field of study such as epidemiology, health sciences or health services research; or in a social-related field such as psychology, geography, demography, and environment; or in a mathematics-related field such as applied mathematics.

**Experience**
- Experience using census data, administrative data or complex surveys, such as Statistics Canada household survey data.
- Experience conducting advanced quantitative analyses at the level taught in graduate-level statistics courses.
- Experience in the use of Statistical Analysis Software (SAS), Statistical Packages for Social Sciences (SPSS) or STATA, in the conduct of a social science research project.
- Experience in making presentations to client groups, peer groups or scientific meetings, such as presenting research findings at a conference or teaching a class.
Knowledge
- Knowledge of statistical methods associated with the analysis of social survey data with complex design.
- Knowledge of the major social surveys or administrative data sources maintained by Statistics Canada, or comparable surveys or administrative data.
- Knowledge of current and emerging challenges and issues relevant to social science research in Canada.

Abilities and Skills
- Ability to advise clients on advanced analytical methods, construction of custom data files and creation of variables, using statistical software.
- Ability to prepare material and deliver presentations to a variety of audiences.
- Ability to work effectively in a client service environment.
- Ability to communicate effectively orally.
- Ability to communicate effectively in writing.

Personal Suitability
- Effective Interpersonal Skills
- Initiative
- Reliability
- Judgment

ASSET QUALIFICATIONS
- Qualifications that are not essential to perform the work, but that would benefit the organization or enhance the work to be performed currently or in the future.

Education
Note: Candidates who meet at least one of the following assets may be considered first in this selection process.
- Completed PhD from a recognized university with a specialization in economics, a health related field of study (such as epidemiology, health sciences or health services research), a social-related field (such as psychology, geography, demography, environment), or a mathematics-related field (such as applied mathematics).

Experience
- Experience with Statistics Canada's Research Data Centres Program.
- Significant experience using census data, administrative data or complex surveys, such as Statistics Canada household survey data.
- Significant experience in the use of Statistical Analysis Software (SAS), or Statistical Packages for Social Sciences (SPSS) or STATA, in the conduct of a social science research project.
- Experience using Statistics Canada microdata.
- Experience working with confidential or sensitive statistical information.
INFORMATION TO BE PROVIDED:

Please include in your application the e-mail address you would like us to use. It is your responsibility to notify us of any e-mail address change.

You must provide the following information when submitting your application:
• Your résumé. Your résumé (i.e. cover letter and CV) must clearly indicate your experience such as: the start and end dates by month and year, position as well as responsibilities and accomplishments. Recent published research articles should be listed in bibliographic form.

• We ask you to identify the assets that you possess and explain how you meet the qualifications.

The completed document must demonstrate how you meet the education and experience in the essential qualifications and, if applicable, the asset qualifications. Failure to do so will result in the rejection of your application. Please note that it is not sufficient to only state that the qualification is met or to provide a listing of current or past responsibilities. Rather, you must provide concrete examples and dates that illustrate how and when these experiences were met.

Applicants must meet each essential qualification to be appointed to the position. An applicant may be appointed to the position even though he/she does not meet any or all of the asset qualifications. However, meeting the asset qualifications is desirable and may be a deciding factor in choosing the person to be appointed.

It is the candidates' responsibility to demonstrate clearly on their application that they meet, where appropriate, each of the screening criteria (Education and Experience Qualifications) and the asset qualifications, as well as the dates, duration, and breadth of their experience in relation to the Essential criteria. Furthermore, organizational needs information must also be provided at the time of application.

An interview may be administered.
Reference checks may be sought.

The Asset Qualifications may be used at any point in the process.