

## Research and Data Analyst (Permanent, Full Time)

### ABOUT THE POSITION

Join ITA and be part of a highly engaged organization that is named one of BC's Top Employers and certified Great Place to Work!



The Research Analyst is responsible for developing, conducting and coordinating research and data analysis projects and program evaluations on behalf of the ITA and plays a key role in translating information gained through research into strategy, policy and operational decisions. The position analyzes and synthesizes information from a variety of sources and prepares briefing notes, reports, discussion and position papers.

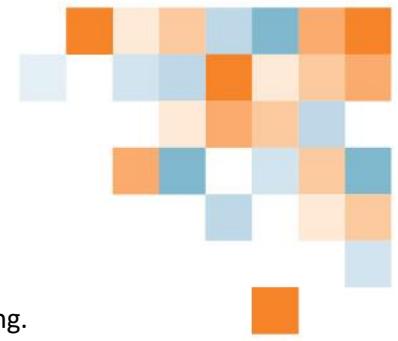
We are looking to fulfill two (2) position openings. This is a full time, permanent role in our Strategy and Performance department. Reporting to the Manager, Performance & Analytics.

Submit your cover letter and resume by email before the closing date listed on our careers page to [HumanResources@itabc.ca](mailto:HumanResources@itabc.ca).

### RESPONSIBILITIES/ACCOUNTABILITIES

**Research and Analysis:** Design and implement research projects; synthesize/interpret data sources to provide accurate information that meets the strategic needs of the organization

- Analyze, synthesize, and apply statistical methods and models to data from a variety of sources to identify and forecast trends, impacts, potential outcomes and risks
- Query, extract and synthesize data from administrative databases to provide analytical support to stakeholders.
- Produce analytical/statistical reports.
- Works with internal departments to meet units' analytical needs by designing new research and data analysis projects as required.
- Utilise graphs, and other data visualizations along with a written explanation to tell the story of the data when presenting information to stakeholders
- Plan and coordinate analytical and research initiatives
- Oversee the development of proposals for projects, including drafting objectives, methodologies, and time frames
- Conceptualize and develop information products based on research which forms the foundations of policy and program design.



- Prepare reports and briefing notes as appropriate
- Works with the IT team by collaborating on data quality assurance and reporting.
- Support the implementation of statistical surveys

**Evaluation:** Develops and implements evaluations to assess the effectiveness of ITA programs and projects

- Develop evaluation frameworks
- Design and oversee/implement evaluation projects with a quantitative focus

## EDUCATION/EXPERIENCE

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- 5 years in Research and Data analysis role that included responsibilities in research, design, data analysis and presenting research findings/analysis
- Experience working in statistical data analysis required
- Demonstrated ability to incorporate research findings into policies if required
- Bachelor's Degree or Diploma in Statistics, Economics, Data Science or Social Science is preferred. Combination of education and experience considered
- Working knowledge of theories and practices of policy research is required
- Experience in written and oral communications, including presenting and advising a variety of senior stakeholders
- Advance knowledge of Microsoft office products
- Experience using statistical and business intelligence tools and writing SQL

## WHO WE ARE

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The **Industry Training Authority (ITA)** is a crown agency that is responsible for leading and coordinating the skilled trades training and credentialing system for the province. ITA provides strategic leadership, policy support and customer services to help apprentices, employers and industry. ITA sets program standards, maintains credential records and issues the highly regarded Interprovincial Red Seal and B.C. Certificate of Qualifications (C of Q) credentials.

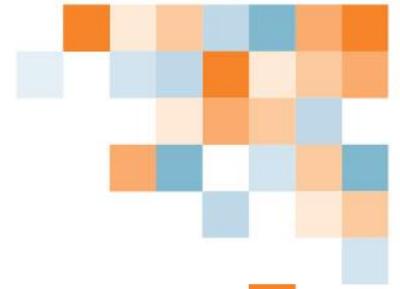
## COMPENSATION AND BENEFITS

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Salary Band 5: \$74,550 – \$95,668

The ITA offers a highly competitive benefits package and perks which include:

- Healthy Living Program
- Extensive Extended Health and Dental Plans that are 100% employer paid
- Eligible for pension contributions
- Professional Development Plan



## HOW TO APPLY

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If this sounds like you, we look forward to hearing from you! Submit your cover letter and resume by email before the closing date listed on our careers page to [HumanResources@itabc.ca](mailto:HumanResources@itabc.ca). All applicants will receive an emailed response confirming receipt of their resume submission.

*We kindly ask that applications be sent by email, and we ask for no phone calls and/or in-person applications. Due to a high number of applications the ITA receives, only applicants who are selected for an interview will be contacted.*

*ITA is committed to providing a healthy and safe environment for all its employees and recruitment candidates. Effective November 29, 2021, ITA will implement its Mandatory Vaccination Policy for staff to help prevent the spread of COVID-19. This requirement will be extended those visiting our offices. ITA will continue its obligation to review accommodation requests from staff who are unable to receive the vaccine. We sincerely thank all applicants for their interest to join ITA.*