



## Research Officer

Full-time, Term Assignment to November 28, 2019  
Research, Evaluation and Analytics Division, 133 Greenbank Road, Nepean  
Salary: \$66,320.00 to \$85,577.00 per year

**Key responsibilities:** Under the general direction of the Manager of Research, Evaluation, and Analytics, the Research Officer is responsible for the design, implementation, management and reporting of research and program evaluation projects and reviews to support evidence-informed decision-making at the classroom, school, and district level for the purpose of improving student learning and achievement.

The Research Officer coordinates activities and participates as an active member of the two-Board Ottawa-Carleton Research and Evaluation Advisory Committee, supervises project staff and provides advice and service to other divisions, departments, and school staff within the Board. The Research Officer represents the District by attending external committees that engage in research and evaluation activities.

**Candidate Profile:** The ideal candidate will have Master's degree in Social Sciences, with a minimum of 5 years related experience, including 4 years as a lead researcher on Education-related projects.

### **Required Skills and Abilities:**

- Demonstrated knowledge of issues, applications, current research and innovations in assessment and program evaluation.
- In-depth knowledge of research methodology (including survey design and administration, sampling procedures, focus group and interview protocol, and mixed methods approaches), data management (including the retrieval, merging, and proper storage of a variety of data), and statistics (both quantitative and qualitative data analysis).
- Proficiency in word processing, spreadsheets, databases and other applications, including high degree of skill with data management and statistical software programs.
- Leadership, creativity, flexibility, initiative and judgment.
- Excellent interpersonal and communication (verbal and written) skills, including the ability to make formal presentations.
- Excellent writing skills required to summarize complex information and write reports for a variety of audiences.
- Skilled at leading and/or overseeing research projects.
- Ability to work with minimal supervision.

### **Duration of Term:**

- January 1, 2019 to November 28, 2019, or unless other notified by the Employer

### **APPLICATION PROCESS:**

Qualified candidates are invited to apply to this opportunity by submitting a detailed resume and covering letter to [hrcompetitions@ocdsb.ca](mailto:hrcompetitions@ocdsb.ca) on or before **January 14, 2019 at 2:00 pm**. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

*Applicants who require accommodations at any point in the selection process may send a request to [hrcompetitions@ocdsb.ca](mailto:hrcompetitions@ocdsb.ca)*

*The Ottawa-Carleton District School Board is committed to equity for all students and staff and to delivering the highest quality education through a qualified workforce that reflects the diversity of the students and communities it serves.*