

Job Description

Job Title:	Research Analyst
Department:	Institutional Analysis & Planning
Reports To:	Senior Manager, Evaluation & Accountability
Jobs Reporting:	None
Salary Grade:	USG 12
Effective Date:	May 2020

Primary Purpose

Under the direction and guidance of IAP leadership, the Research Analyst (RA) is responsible for planning, developing, implementing and maintaining assigned evaluation and planning activities. The RA will proactively contribute to IAP's mandate of providing data, advice, analytical and planning support to the Senior Leadership of the university to inform policy development, strategic planning, decision-making and priority-setting. Internal to the university, the RA will routinely work with peers in IAP, and key individuals in other academic/academic-support units.

Key Accountabilities

Supporting the development and implementation of the Strategic Plan for the University:

- Supports the establishment of a process and framework for strategic planning, including development of UW Strategic Plan based on evidence gathering and broad stakeholder participation, synthesizing input from all Faculties and Academic Support Units to work on the common set of strategic goals.
- Helps to produce planning documents and facilitates the presentation of data that forms the foundation for monitoring plan outcomes.
- Supports the development and preparation of final reports, strategic action plans, and recommendations to governance bodies and committees.
- Assists in the preparation of quarterly update reports and presentations to the Provost, Deans, Steering Committee (President and Vice Presidents), Senate Long range Planning, Senate, Executive Council and Student Relations committees
- Works closely with relevant contacts in Marketing and Strategic Communications and Deans offices, to ensure strategic planning and accountability report deliverables are met.
- Researches trends, innovations and best practices around accountability and performance reporting to support strategic planning and strategic initiatives;
- Contributes to a culture of collaborative action on strategic directions and continuous learning and improvement.

Institutional research and evaluation:

- Develops reports and relevant data visualizations (including dashboards, graphs, presentations and web applications) to inform evidence-based decision-making at the University.
- Supports indicator development and ongoing reporting for Waterloo operational and strategic measures.
- Analyzes trends and patterns in university performance over time using various benchmarks and comparative data in consultation with institutional analysts.
- Prepares annual and customized reports and presentations for senior leadership and university governance bodies.

Job Description



- Prepares standard and customized reports to support planning and evaluation activities at the institutional and departmental levels.
- Uses external data from a variety of sources, in combination with institutional data to prepare analysis and reports that addresses research questions.

Communication:

- Guides and develops environmental scans and best practice papers for a variety of campus stakeholders, including university leadership and faculty officers.
- Develops accurate reports and presentations to convey complex information in an understandable and compelling manner.
- Ensures data and information is placed into the proper context by combining university data with both qualitative and quantitative environmental/external data and appropriate narrative.
- Supports the development of presentations and briefing notes at internal and external meetings or conferences.
- Communicates reporting requirements to transform data into visualizations, and assist with project planning.
- Ensures timely communication to University leadership, managers, campus support units, Faculties, departments, research groups, appropriate staff through appropriate media, of developments and projects; also communicates on any related events that have the potential to directly or indirectly impact normal services.
- Serves on University, and as appropriate, non-University committees and groups, offering analytical expertise and fostering data information sharing and collaborative approaches on a variety of projects.
- Assist in providing senior IAP management with decision-making tools to assist with strategy and action plan development
- Develop productive, collaborative working relationships with relevant colleagues and campus partners.

Student supervision

- Assists with coaching, training and co-op student development to assure student growth and development
- Provides input into regular performance reviews with direct report(s), and supports achievement of performance goals
- Assists with making decisions on the hiring of his/her direct report(s), in consultation with the Managers, Institutional Analysis and Planning

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Bachelors degree in an applied Social Science field, or a combination of equivalent experience and education.

Experience

- Program Evaluation experience
- Social Science research experience
- Project management experience

Knowledge/Skills/Abilities

- Working knowledge of social science research methods, and their application
- Quantitative and qualitative data analysis and interpretation skills
- Excellent communication and diplomacy skills: ability to converse articulately and diplomatically with university administrators and other campus stakeholders
- Ability to work independently and as part of a team; ability to take initiative and be proactive
- Excellent written and verbal skills for procedural documentation and demonstrated experience with report writing
- Working knowledge of a variety of reporting and data visualization tools, such as Tableau
- Knowledge of Sharepoint
- Microsoft office suite
- Knowledge of Tableau
- Knowledge of SPSS, SAS, or other statistical analysis or data transformation tools.
- Ability to apply, identify, and use, a combination of quantitative and qualitative research methods

Nature and Scope

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to deal with, influence and motivate others, and to address potentially sensitive matters.
- **Level of Responsibility:** The position is responsible and accountable for the overall results of the service area
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities for projects as assigned and addressing the changes requested by consulting with members of IAP, or relevant working groups as appropriate.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities.