



## CONTRACT OPPORTUNITY

### Research and Data Analyst (Term Contract)

3-4 days/week for period June 2021 to February 2022

#### **Organization Summary**

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous early learning and child care (ELCC). BCACCS undertakes research, develops training and resources, and provides services and leadership to support Indigenous communities throughout BC to create high quality, culturally respectful, spiritually enriching community child care services that are based in the child's culture, language, and history.

#### **Project Background**

The BCACCS Regional First Nations Capacity Development and ELCC planning project aims to support underserved communities to address their most imminent ELCC challenges, including services for children with special needs. As part of this project, BCACCS researchers have collected quantitative and qualitative data from First Nations in BC to identify immediate service gaps, needs, and barriers to access, as well as provide positive examples of community-based approaches that have contributed to improving the quality, availability, and accessibility of First Nations ELCC throughout the province.

#### **Position Summary**

To support the next phase of this project, BCACCS is seeking a qualified candidate for the position of Research and Data Analyst. Reporting to the Provincial Project Coordinator, the Research and Data Analyst will be guided by First Nations conceptual frameworks (which recognizes that for First Nations ELCC programs and services to thrive, it is critical that there be a revitalization of traditional languages and cultures) to prepare data and conduct a high-level regional analysis that helps BCACCS and First Nations leaders and stakeholders to better understand the landscape of ELCC service delivery, need, access, and funding for First Nations communities in BC. The results and recommendations will contribute to the project's evaluation and strategic planning work, informing how best to put the data into action.

#### **Principal Duties**

- Review data to identify erroneous, missing, incomplete, or implausible data.
- Clean and prepare data for analysis, linkage, and reporting.
- Design and implement research and data analysis strategies using First Nations conceptual frameworks.
- Synthesize, interpret, and translate the data into actionable and understandable insights.
- Prepare summaries, recommendations, briefs, and reports to share with internal and external stakeholders.
- Collaborate with Communications Department to provide shareable visually based resources.
- Review and document data quality/integrity problems and make recommendations for improving the efficiency of data collection processes, including data accuracy, quality, capture, and tracking.

- Collaborate across the organization to support the development of research and data analysis methodologies, strategies, and performance indicators for use in evaluating processes and outcomes.
- Ensure that the security and confidentiality of project data are maintained in alignment with the First Nations Principles of OCAP® (ownership, control, access, and possession) and Data Governance.
- Perform other related duties as required.

### **Skills & Qualifications**

- Social Science Degree in Public Policy, Public Health, Health Information Management, Indigenous Governance, Child and Youth Care, Early Childhood Education or another related field, or the equivalent combination of education, training, and experience.
- Minimum of 3 years of experience in research and data analysis, including preparing, conceptualizing, analyzing, interpreting, and reporting, or the equivalent combination of education and experience.
- Knowledge of quantitative and qualitative Indigenous research methodologies.
- Knowledge of the complex social, economic, and political issues impacting Indigenous families.
- Knowledge of the ELCC sector in BC, including policies, funding, supports, and services preferred.
- Ability to analyze problems, identify key information and issues, and interpret results.
- Ability to present detailed data and information to non-technical audiences.
- Thorough, accurate, and with a high level of attention to detail.
- Excellent oral and written communication skills.
- Self-motivated and able to work with minimum supervision.
- Experience with Microsoft Office 365, online communications tools, and data analysis software.

**Compensation:** Maximum \$55,000 over the course of the contract

**Closing date:** 11:59 pm on May 23, 2021

**Start date:** June 7, 2021 or earlier

**How to apply:** Please submit a resume and cover letter explaining how you meet the contract requirements. Include specific examples encountered in your work or educational experiences as it relates to this opportunity. This may be sent to [jobs@acc-society.bc.ca](mailto:jobs@acc-society.bc.ca) citing "Application for Research and Data Analyst" in the subject line. All applications must include a cover letter and resume as one document in PDF format.

**We thank all those who apply. Only those candidates selected for an interview will be contacted.**

*In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.*