THE FIRST NATIONS INFORMATION GOVERNANCE CENTRE (FNIGC)

JOB DESCRIPTION

Research Data Centre Coordinator

Position Overview:

Under the direct supervision of the FNIGC’s Operations Manager, the Research Data Centre Coordinator will oversee the daily operations of the Research Data Centre (RDC), develop and maintain training materials and other documentation pertinent to those operations, and facilitate the effective and secure operation of the RDC’s equipment.

Key Responsibilities:

- Develop and/or continually update training materials and other documentation required by users of the RDC including but not limited to:
  - instructions in the use of SPSS complex samples;
  - data dictionaries for each of the data sets available at the RDC;
  - a handbook on the RDC’s rules regarding security and confidentiality of data.
- Receive record and assess the technical merit of emailed requests for access to the RDC.
- Help potential users develop their data access proposals.
- Draft data access contracts using the FNIGC’s RDC access contract template.
- Schedule and coordinate usage of RDC services among multiple individuals.
- Develop and/or maintain an electronic filing architecture to house documentation related to users’ projects.
- Develop and/or maintain a filing system for hard copies of users’ analyses which users can leave with the RDC manager for safe-keeping and subsequent retrieval.
- Be physically present in the RDC to monitor users.
- Provide methodological advice and answer users’ technical questions related to their work at the RDC.
- Extract data sets for users based on parameters of request.
- Manage users’ electronic files including:
  - Uploading supplementary data;
  - Procuring, installing or arranging the installation of software;
  - Using electronic filing architecture to keep track of documentation related to users’ projects, including contracts, outputs and notes.
- Vet users’ requested outputs by checking them for:
breaches of the FNIGC’s confidentiality rules;
agreement with the proposed outputs identified in users’ contracts.

• Prepare requested outputs for release to users by:
  o Suppressing information in the requested outputs as necessary;
  o Producing a brief summary of the vetting process;
  o Providing the prepared outputs and vetting summaries to the Senior Projects Analyst, who will perform a final review and release outputs to users.

• Maintain regular communications with the Senior Projects Analyst on the status of the RDC and call attention to current or potential problems.
• Analyse data and produce research reports requested through FNIGC Research Services proposals.

Education

The Research Data Centre Coordinator must have a degree from a recognized university with an acceptable specialization in economics, sociology, statistics, psychology, and epidemiology or computer science. Specialization may be obtained through an acceptable combination of education, training and/or experience.

Experience

Essential experience includes:

• Minimum of 3 years conducting complex statistical research projects and;
• Working with large and complex data sets.

Experience working with a First Nation community or organization and/or conducting research related to First Nation’s issues would be considered an asset.

Abilities and Skills

The Research Data Centre Coordinator must have the following skills:

• Proficiency with SPSS Base and Complex Samples, MS Word, MS Excel and MS Powerpoint;
• Superior English writing skills;
• Superior organizational skills;
• A firm understanding of common statistical techniques including cross-tabulations, ANOVA and regression;
• The ability to work independently and as part of a team;
• Solid communication skills
• The ability to liaise effectively with First Nation communities and officials from all levels of government.

The following skills would also be considered assets:

• Fluency in French;
• Knowledge of advanced statistical techniques such as structural equation modeling, hierarchical modeling, and longitudinal analysis;
• Familiarity in dealing with contracts
• Specialized data management skills.

Physical and Intellectual Effort:
This position will require considerable intellectual effort. Physical effort will involve sitting for long periods of time while using a computer.

Responsibilities:
The Research Data Centre Coordinator is responsible for the security and proper use of FNIGC data, and must take all necessary steps to ensure that the RDC users never misuse the data, either deliberately as a result of inadequate supervision, or accidentally as a result of inadequate training.

Status:
Permanent.

Salary:
Commensurate with experience and education (within the limits of the FNIGC salary grid)

Benefits:
Full benefits are determined by the Board of the FNIGC (paid holidays, sick leave, and vacation).

Supervision:
This position functionally reports to the FNIGC’s Senior Projects Analyst.

Working Conditions:
Office space located at the central office in Ottawa, Ontario. Limited work-related travel will be required.

Location:
The FNIGC central office is in Ottawa, Ontario. Work related travel is also required.

Closing Date:
October 10, 2012, 4:00 p.m., EST.

To Submit Your Application:
Applicants are invited to submit their letter of application, along with a current résumé, demonstrating that they meet the minimum criteria for the position being sought and 3 references. At the closing date, all applications are screened, and candidates selected for interview are contacted. If the interview is
positive, references will be contacted. Depending on the feedback provided, a position may be offered to the applicant.

Interested applicants who have previously submitted their application need not reapply, previous applications are on file.

Please submit a letter of application indicating the position you are interested in applying for and include 3 references with contact information to:

Ms. Lyndsy Gracie, Administrative Assistant
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