



## **EMPLOYMENT OPPORTUNITY**

### **Statistical Data Analyst**

**Full-time, Permanent position  
(open to remote work location within Canada)  
Deadline for applications: July 29, 2022 (or until filled)**

#### **ABOUT FNIGC**

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

#### **ABOUT THE POSITION**

The Statistical Data Analyst is a highly skilled professional that is part of a dynamic team that will provide statistical support to FNIGC's survey processes. The Statistical Data Analyst reports directly to the Survey Manager and will work in collaboration with the other teams of FNIGC in the preparation of various reports and publications.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Work as a member of a team responsible for data cleaning and analysis of FNIGC data.
- Conduct statistical analyses with precision and ensure accurate and faithful interpretation of the data.
- Summarize statistical results of research projects by creating graphs, tables and charts.

- Prepare written reports and oral presentations at conferences, workshops, webinars and symposia summarizing findings, including detailed description of statistical methods, detailed analysis of results and synthesis of conclusions for a variety of audiences.
- Develop and prepare research manuscripts and special reports based on FNIGC data, in alignment with organizational research priorities.
- Undertake comparative analyses between data sources using appropriate statistical methods.
- Prepare and maintain effective metadata and related documentation.
- Perform internal peer reviews of research proposals, analyses, results and reports.
- Work collaboratively with FNIGC researchers, analysts and statisticians and provide analytical support to research and survey work.
- Assist in responding to requests for statistical tabulations pertinent to FNIGC data and other projects, as required.
- Maintain effective interpersonal relationships with the national and regional teams with respect for diversity, consensus-building, values and ethics.
- Develop, maintain and manage excellent working relationships with partners in government, professional organizations and other stakeholders as an integral part of carrying out the above-noted duties.
- Support regional member organizations with respect to collection and interpretation of data, and development of datasets.
- Maintain, protect and respect the confidentiality of the data, survey respondents, and FNIGC security protocols and procedures.
- Uphold the First Nations principles of Ownership, Control, Access and Possession (OCAP®).

## **JOB REQUIREMENTS**

- Experience in data cleaning and analysis, including relevant experience working with large data sets, familiarity with statistical research design and methodology. Specifically, the candidate should be familiar with understanding and creating syntax, sampling, weighting data, as well as interpreting cross tabulations and various other types of analyses.
- Demonstrated proficiency in statistical program such as SPSS, SAS or STATA (i.e., fluency with syntax) and Microsoft Office, as well as advanced research skills, is required.
- Ability to perform knowledge syntheses and critically appraise and evaluate research.
- Attention to detail, ability to learn new methods and strong problem-solving skills are essential.
- Solid experience in the preparation and dissemination of quantitative reports and academic manuscripts is required. A sample of the candidate's peer-reviewed work may be requested.
- Must have excellent oral and written communication skills, including the ability to communicate quantitative information and experience with presentations and providing training that is technical in nature.
- Must have high-level interpersonal skills, and the ability to work collaboratively with members of an interdisciplinary team.
- Experience effectively liaising with local, national and international stakeholders from various sectors.
- Must have demonstrated ability to take initiative, organize and execute.
- Ability to work with several projects whose goals, schedules and deadlines converge, and conflict is required.

## **Experience, Education & Professional Designation**

- A Master's degree in a discipline using quantitative analytical approaches preferably in social sciences, humanities, epidemiology, public health or statistics.

- A minimum of three years working experience in quantitative analysis to support policy development and/or research is required. Other combinations of education and experience may be considered.
- Experience conducting research and data analysis in relation to First Nations issues as well as experience working with First Nations is a definite asset.
- First Nations lived experience is an asset
- English and proficiency in a First Nations language or French is an asset

## **APPLICATION INFORMATION**

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to [recruitment@fnigc.ca](mailto:recruitment@fnigc.ca) by July 29, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.