



Job Description Number: 9.4
Job Title: **RESEARCH OFFICER**
Reports to: Director, Policy and Communications
Division: Policy
Date: June 14, 2017
Salary Level: **G5**

Section 1 - WORK DESCRIPTION

SUMMARY

Under the supervision of the Director, Policy and Communications, the Research Officer conducts assigned research projects.

MAJOR RESPONSIBILITIES

1. Research policy issues and current affairs affecting the Institute and its members and identify and recommend options for addressing issues. Evaluate the effectiveness of existing policies and programs.
2. Prepare policy briefs, analyses and presentations and defend and substantiate Institute policy positions.
3. Develop supportive research to substantiate Public Relations/Communications/ Government Relations programs. Interact with governmental and parliamentary bodies and parties.
4. Conduct research related to compensation practices, job evaluation, conditions of employment, and professional issues and present analyses and reports to internal and external clients.
5. Conduct collective bargaining and issue surveys and present survey findings to internal and external clients.
6. Prepare pay proposals and advise Negotiators and bargaining teams on the impact.
7. May participate in and represent the Institute in national events/conferences/fora dealing with labour relations, compensation, and public policy as well as on inter-union, inter-organizational, and/or Parliamentary Committees.
8. Research, and prepare documentation for internal and external clients on jurisprudence and arguments to defend individual and collective rights and policy

- issues.
9. Track, research, and analyze policy developments, developments in stakeholder organizations, and current events.
 10. Act as staff resource to Institute Committees and other internal and external clients as assigned.
 11. Contribute to corporate knowledge and communications by providing articles and other related reports. Prepare presentations and articles for publications in Institute newsletters/communiqués and Website.
 12. Participate in multi-disciplinary teams assigned to special projects and work collaboratively with employees in other sections.
 13. May be requested to undertake other related duties on a periodic basis.

Section 2 STATEMENT OF QUALIFICATIONS

Knowledge, Skills and Abilities

The Research Officer requires:

- § A thorough knowledge of the authorities governing employer / employee relations in the federal public service of Canada and other jurisdiction in which institute members are employed
- § A good knowledge of public affairs and policy development in the context of the government of Canada
- § Knowledge of the Professional Institute's organization and structure
- § Good knowledge and understanding of benefits, compensation practices, job evaluation systems, and their implementation in both private and public sectors
- § Ability to conduct research projects, utilizing standard research methods including survey design, statistical analysis, and literature review in the investigation of public sector labour relations and policy issues
- § Ability to analyze and evaluate compensation and benefits data using standard statistical techniques and to prepare and present interpretation of such in negotiations and before third parties
- § Ability to analyze and evaluate legislation, regulatory documents, and policy statements; and to research and develop supporting materials for PIPSC policy statements/initiatives
- § Ability to effectively communicate, orally and in writing, and to prepare briefs, reports, and correspondence on a wide range of subjects related to labour relations, policy and professional issues
- § Ability to adapt to a changing work environment.
- § Computer skills and experience with word processing and communication tools and SPSS

The above knowledge, skills, and abilities are typically obtained through completion of a university degree or equivalent in industrial relations, public administration, economics, or a related discipline, and three to five years experience in research, compensation, and labour relations issues, or an equivalent combination of education and experience.

Working Environment

The Research Officer works in a standard office environment.

Physical / Sensory Effort

There is no inordinate physical or sensory effort required on the job.

Language Proficiency

May require proficiency in both official languages.

Section 3 - COMPETENCIES

Communication *B listening to others and communicating in an effective manner that fosters open communication by:*

- \$ Communicating complex issues clearly and credibly with widely varied audiences
- \$ Taking others' perspectives into account when communicating or presenting arguments (e.g. presenting issues from all perspectives);
- \$ Responding to and discussing issues / questions in a respectful, understandable manner and maintaining the dignity of others
- \$ Handling complex on-the-spot questions (from members, internal and external clients, elected officials, senior public officials, special interest groups, etc.)

Influence *B gaining support from and convincing others to advance the objectives of the Institute by:*

- \$ Building on successful initiatives and best practices internally and externally to gain acceptance for ideas
- \$ Presenting pros ad cons and detailed analysis to emphasize the value of an idea or position
- \$ Persuading others by drawing from experience and presenting multiple arguments in order to support a position

Networking / Relationship Building *B building and actively maintaining working relationships and / or networks of contacts to further the Institute=s goals and mandate by:*

- \$ Developing and cultivating personal networks and effectively using contacts to achieve results
- \$ Initiating and developing diverse relationships
- \$ Using knowledge of formal and informal structures and cultures to further strategic objectives
- \$ Ensuring accurate, effective and timely consultation with the appropriate Section Head, Divisional Chief, Chief Operating Officer and Chief Executive officer, as appropriate

Creative thinking *B questioning conventional approaches, exploring alternatives and responding to challenges with innovative solutions or services, using intuition, experimentation and fresh perspectives by:*

- \$ Identifying ideas or solutions that have worked in other environments and applying them to the Institute=s environment
- \$ Using existing solutions in innovative ways to solve problems
- \$ Identifying an optimal solution after weighing the advantages and disadvantages of alternative approaches
- \$ Seeing long-term consequences of potential solutions