

# JOB DESCRIPTION

## Benchmark Job #418

Ministry: Community Services  
Branch: Women's and Seniors' Policy Branch  
Location: Victoria

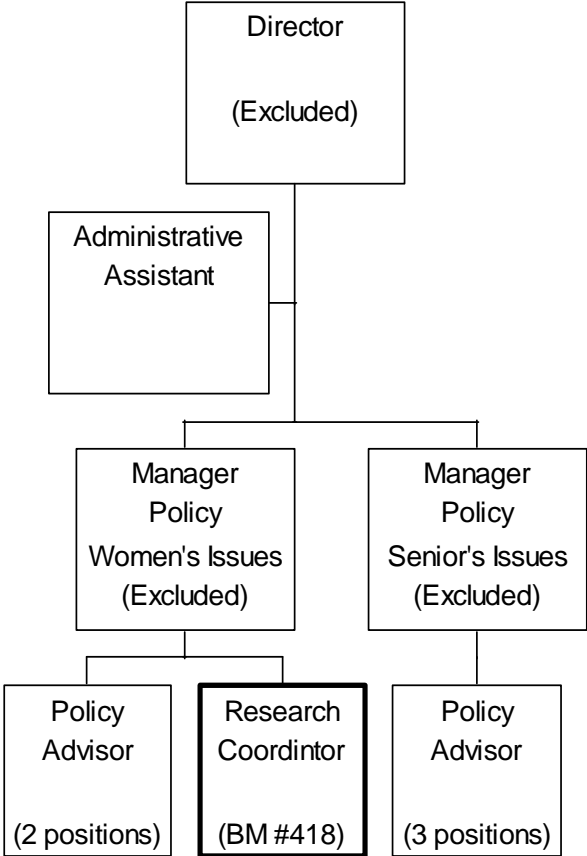
Working Title: **Research Coordinator**  
Level: Range 18  
Classification: Research Officer

### PRIMARY FUNCTION

Conducts research and analysis of women's and seniors' issues to support policy analysis, policy advisory services and evaluation of issues impacting ministries and crown corporations in the province.

### JOB DUTIES AND TASKS

1. Provides research, statistical and analytical services
  - a. estimates timelines, selects research methodology, determines resource requirements and approval processes for projects, for example determines if local governments have developed a long-term plan for an aging population, provides advice, prepares report and forwards results to the Manager for review
  - b. conducts research using established methodologies and techniques such as surveys, data reduction, scaling and literature reviews
  - c. identifies and collects qualitative and quantitative data from established information sources such as BC Stats or pursues new information sources relating to relevant issues affecting women and seniors
  - d. reviews and verifies the value and accuracy of information, and defines relationships, differences and anomalies in information sources
  - e. conducts information analysis involving demographic, economic, social, political and risk related factors and identifies emerging issues, trends and/or implications for the province and other jurisdictions
  - f. contributes content to the development of official documents such as strategic plans, meeting backgrounders, notes for the Minister, and Cabinet submissions by attending planning meetings, developing surveys, writing materials and reviewing documents
  - g. develops descriptive reports and presents diverse issues using statistical summaries, fact sheets, discussion papers and briefing notes that are subject to review by the Manager
  - h. explains research methodologies and the principles applied in the planning, analysis, development, and reporting of information to senior managers, stakeholders, inter-ministry partners, academia and consultants
2. Coordinates research conducted in the Branch and provides advice on the selection of research methodology and information sources
  - a. coordinates branch research and monitors activities to ensure alignment with branch project goals and objectives
  - b. reviews and interprets research studies conducted by ministries, crown corporations and other jurisdictions in order to produce summary reports and conclusions for further use in the branch
  - c. coordinates the collection, storage and maintenance of electronic data using statistical and database software packages
3. Attends stakeholder and ministry consultations for information purposes
  - a. prepares information materials for the public such as presentations, graphs, tables and brochures
  - b. records stakeholder policy and program preferences and concerns
  - c. participates in joint projects with stakeholders, inter-ministry partners, academia and consultants by attending planning meetings, documenting project plans, gathering information and preparing summary reports
  - d. prepares follow up information in response to inquiries and requests for information requiring detailed research, analysis and interpretation of women's and seniors' issues
  - e. delivers presentations to ministry and inter-ministry staff
4. Performs other related duties
  - a. develops and maintains tracking systems for reporting, cataloguing and retrieving data, media clippings and public information sources
  - b. verifies satisfactory contract performance from clear contract specifications for the development of public information materials
  - c. ensures all links and reference materials are accurate and up to date on the branch web site
  - d. provides orientation to the workplace to new employees



# REASON FOR CLASSIFICATION

Benchmark Job #418

Job Title: Research Coordinator

| FACTOR NO. | REASON FOR CLASSIFICATION  | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1          | <p><b>JOB KNOWLEDGE</b><br/>Understand the principles of research to plan and conduct research and analysis of women's and seniors' issues within the province; uses diverse information sources and selects the appropriate research methodology to identify trends, emerging issues and implications for the province and other jurisdictions and develop recommendations for review by the Manager.</p>               | G      | 250           |
| 2          | <p><b>MENTAL DEMANDS</b><br/>Judgment to apply structured study, analysis and interpretation of a variety of information sources and choose an approach using a combination of accepted research methodologies and techniques to analyze data, identify trends, emerging issues and implications, prepare detailed reports and present findings.</p>   | E      | 150           |
| 3          | <p><b>INTERPERSONAL COMMUNICATION SKILLS</b><br/>Discretion required to exchange information needing explanation of research methodology and data analysis to senior managers, stakeholders, inter-ministry partners, academia and consultants.</p>  | C      | 30            |
| 4          | <p><b>PHYSICAL COORDINATION AND DEXTERITY</b><br/>Moderate coordination and dexterity required to keyboard to prepare reports, summaries and briefing notes using a computer with some requirement for speed to meet deadlines.</p>  | C      | 15            |
| 5          | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b><br/><br/>Comparative Effects - III a. / Freedom to Act - Level 5<br/><br/>Guided by general research standards, applies accepted work methods in a different way to amend research plans, selects appropriate information sources and applies established research methodologies to conduct information analysis and present findings using various reporting methods.</p> | E      | 120           |
| 6          | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b><br/>Some financial responsibility to verify satisfactory contract performance from clear specifications for the development of public information materials for payment by Director.</p>  | C      | 15            |
| 7          | <p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br/>Significant responsibility to control the quality of input information to database and/or statistical software.</p>   | D      | 22.5          |

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|------------|--|--------|---------------|
| 8          | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Limited responsibility for human resources to provide informal orientation to the workplace to new employees. | A      | 5             |
| 9          | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Responsibility for own well-being and safety in a low risk environment.                           | A      | 5             |
| 10         | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>Focused sensory concentration to frequently visually focus on data, reports and statistical results.             | C      | 12            |
| 11         | <b>PHYSICAL EFFORT</b><br>Moderate physical effort to frequently focus visual attention to view computer screens, printed reports and materials.           | C      | 12            |
| 12         | <b>SURROUNDINGS</b><br>Exposure to office setting with minimal disagreeable elements.  | A      | 2             |
| 13         | <b>HAZARDS</b><br>Limited exposure to hazards from frequent keyboarding.   | B      | 4             |

**Total Points: 642.5**

**Level: Range 18**