



## Research Analyst

### Job description

The Research Analyst supports the advancement of research and policy work at Alberta School Boards Association (ASBA). This role requires the ability to analyze and synthesize information and present findings in a clear and concise manner. The successful candidate must have strong research and analytical skills, attention to detail and the ability to multi-task.

### About ASBA

ASBA is the provincial association supporting 65 locally-elected public, catholic and francophone member school boards across Alberta, Yellowknife and Lloydminster. ASBA is a private non-profit corporation established by the *Alberta School Boards Association Act*, serving members since 1907. ASBA supports and builds the capacity of boards and trustees, including advice and training in leadership, professional development, governance and advocacy.

### Role responsibilities

Reporting to the Senior Manager of Government Relations, the successful candidate will be responsible for:

- Developing and advising on research initiatives: Leading the development, analysis, and implementation of policies related to education, ensuring alignment with association priorities.
- Conducting research and analysis: Leading research efforts to understand the impacts of existing policies and identifying opportunities.
- Monitoring research implementation: Overseeing the execution of key policy initiatives and ensuring they are effectively implemented; monitoring and flagging emerging education trends and issues in the education sector.
- Reporting and communication: Preparing briefing notes, reports and presentations, ensuring clear communication of complex policy matters to diverse audiences.
- Providing strategic advice: Offering advice on education matters, including policy, legislation and community engagement strategies.
- Supporting members: Including in the planning of engagement sessions, professional development offerings, advocacy sessions, etc.
- Carrying out other duties as assigned.

### Skills

- Excellent research, analytical and problem-solving skills
- Excellent written and oral communication skills
- Familiarity with MS365, or similar cloud-based office software
- Excellent resourcefulness, initiative, flexibility and professionalism
- Excellent planning and organizational skills, with a strong attention to detail



- Ability to work independently and effectively in a team setting and able to organize and participate in project teams and committees to achieve work objectives.
- Ability to multitask and work in a fast-paced environment, adapting quickly in response to emergent issues and changing priorities.
- Awareness and current understanding of political direction and how it relates both to broad priority issues and detailed policy decisions.
- Some research projects are short-term, while others are ongoing. Multiple projects are ongoing at one time; this position must use judgment to prioritize work demands.

### **Qualifications**

- University degree in a related field (political science, public administration, education, library science, or equivalent) and four years of progressively responsible related experience. A combination of relevant experience and education may also be considered.

### **Assets**

- Knowledge and experience in research and policy development and program evaluation techniques.
- Knowledge of, or interest in, a wide range of education policy issues, which may include strategic relationships, school operational matters and other advocacy initiatives.
- Knowledge of Alberta and federal government priorities, operations and initiatives, including the *Education Act* and Regulations.
- Experience with research methodologies, techniques and procedures, including the application of qualitative and quantitative research methods and data analysis.

### **Job information**

- Permanent; full-time (35 hours per week); occasional overtime may be required.
- Location: hybrid; online and in-person at 9925-109 Street, Edmonton, AB
- Compensation commensurate with experience. Further details regarding total compensation will be discussed during the interview process.

### **How to apply**

Qualified applicants are invited to submit their cover letter and resume by 5 p.m. on Thursday, April 3 to:

Danielle Antoniuk  
Senior Manager of Government Relations  
[dantoniuk@asba.ab.ca](mailto:dantoniuk@asba.ab.ca)

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' qualifications most closely match the requirements. Only individuals selected for interviews will be contacted.