



The **Maritime Provinces Higher Education Commission (MPHEC)** is an agency for cooperation in post-secondary education amongst the three Maritime Provinces and is accountable to the ministers responsible for post-secondary education in the Maritimes. The MPHEC's mandate is to give first consideration to improving and maintaining the best possible service to students as lifelong learners. The MPHEC, located in Fredericton, New Brunswick, is currently seeking applicants to fill the following positions:

**TWO POLICY AND RESEARCH ANALYST POSITIONS
(QUALITY ASSURANCE)**

(\$54,002 - \$86,372)

(one-year contract with possibility of renewal)

The MPHEC is growing its Quality Assurance team. As a member of this team, reporting to the Director of Quality Assurance, the successful candidate will be responsible for:

- Leading key files related to quality assurance.
- Analyzing academic programs and policies.
- Researching academic programs and policies within and outside the Maritimes.
- Developing documents with varying degrees of team input and contributing to documents produced by colleagues (e.g., program information forms, briefing notes, correspondence, analytical reports, policy frameworks).
- Presenting analysis within a highly specialized team environment.
- Liaising with universities, governments, consultants and others as appropriate.
- Organizing events (e.g., site visit, symposium, workshop, conference) as needed.
- Other related work as assigned.
- Involves some travel.

The successful candidate will have the ability to condense large amounts of information to the most salient points; be methodical and attentive in their work, including identifying inconsistencies or gaps in reasoning; have an affinity for detailed work as well as for seeing the big picture; have excellent organizational and time management skills, including the ability to manage long-term projects with day-to-day activities and to produce high quality work under tight deadlines; demonstrate initiative, be self-directed and goal-oriented; have the ability to undertake complex assignments with minimal supervision; have excellent oral and written communication skills; be flexible and adaptable and able to effectively prioritize their work.

Minimum Qualifications:

Candidates must:

- Have a bachelor's degree with at least four (4) years of relevant work experience **OR** a master's degree (thesis/research-based preferred) in a social sciences, humanities, or related field.
- Have a demonstrated ability to work with others toward specific goals, including teamwork and one-on-one interactions.
- Have a demonstrated ability to successfully carry out independent work.
- Have a demonstrated ability to clearly articulate and present complex information.
- Have excellent oral and written communication skills.
- Have written and spoken competence in English.
- Have a valid driver's license.

Asset Qualifications:

Preference may be given to candidates that:

- Have written and spoken competence in French.
- Have prior experience related to university quality assurance.
- Possess a good understanding of the post-secondary learning environment.
- Have prior experience assessing or developing policy and/or providing policy advice.

An equivalent combination of education, training and experience may be considered. Candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position and their curriculum vitae should be in chronological order specifying education and employment in months and years.

The Commission offers an excellent benefits package and a stimulating and flexible work environment. Salary is commensurate with experience. A remote work arrangement may be considered.

We are committed to building a workforce that reflects the diversity of our communities in which we live and serve. We encourage and support applications from Indigenous persons, persons with disabilities, and members of visible minority groups.

Applications must be submitted quoting Competition No. PRA-QA-03-2023 to: Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, or by email at mphec@mphec.ca, **by May 19, 2023**.

Your name and other personal information you submit to us when you apply for a job will be used to process your application and to administer any resulting employment relationship. Your personal information is protected pursuant to *Nova Scotia Freedom of Information and Protection of Privacy Act*.

We thank those who apply, however, only those selected for further consideration will be contacted. This opportunity may be used to fill future vacancies at the same level.