



The **Maritime Provinces Higher Education Commission (MPHEC)** is an arm's-length organization accountable to the Ministers responsible for post-secondary education in the Maritimes. The Commission's mission is to assist institutions and governments in enhancing the post-secondary learning environment. It achieves this by providing assurances that university programs in the region meet established standards of quality and by conducting research on post-secondary education. The MPHEC, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position:

**POLICY AND RESEARCH ANALYST  
(RESEARCH AND DATA)  
(\$54,548 - \$87,230)**

(Three-year contract, with possibility of renewal)

Under the direction of the Director (Research and Data Analysis), the Policy and Research Analyst will support the MPHEC's research and data analysis work. This position will appeal to individuals who can draw trends from large data sets, are methodical and attentive in their work, and demonstrate initiative and an excellent capacity for problem-solving.

The main responsibilities for this position are:

- Conduct research projects independently and provide the Commission with timely advice and analysis.
- Analyze and interpret data (administrative and survey data) for internal and external reporting purposes; develop and produce standardized statistical tables.
- Write various documents with team input, and contribute to documents produced by colleagues (memos, minutes, analytical reports, slide presentations), often for publication.
- Assist with data collection activities from institutions under the Commission's scope, following existing policy and procedures including assessing data integrity, troubleshooting data errors and data quality issues.
- Research and document data requirements, data collection and administration policies.
- Assist in the maintenance of the data warehouse.
- Respond to requests for information from the public within area of expertise.
- Present research results at stakeholder events (forums, working groups).
- Manage the work of consultants.
- Other related work as assigned.

**Minimum Qualifications:**

- A research-based Master's degree (with thesis) in Social Sciences, Life Sciences, Statistics or other related field encompassing a quantitative and qualitative research approach; an equivalent combination of education, training and experience may be considered;
- Strong data analysis skills, with experience in identifying important data trends and the effective communication of insight.
- Experience with data/information processing and statistical analysis
- Possess intermediate to advanced competency in MS Excel, MS Access or SQL.
- Detail-oriented, with strong organizational skills.
- Excellent oral and written communications skills in English.

Asset qualifications:

Preference may be given to candidates that:

- Can communicate (oral and written) in French.
- Have experience conducting research related to post-secondary education.
- Have experience with developing, conducting, or managing surveys.

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.

Applications must be submitted quoting Competition No. PRA-Data-2024-01 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](mailto:mphec@mphec.ca), **by February 2, 2024.**

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 the Nova Scotia *Freedom of Information and Protection of Privacy Act*.

The MPHEC thanks all candidates for their interest in this position. Only those selected for further consideration will be contacted. This opportunity may be used to fill future vacancies at the same level.