



JOB POSTING

TITLE:	Manager, Research
SUPERVISOR:	Associate Director, Research and Learning
LOCATION	Ottawa
SALARY RANGE:	Level 5 (full-time unionized position)

POSITION SUMMARY

Reporting to the Associate Director, the Manager, Research plays a key role in supporting CBIE's communications and advocacy on public policy issues. They are responsible for the management of CBIE's national research projects conducted annually. They will mine international education statistics and data to produce market intelligence and research briefs to enhance CBIE's position as the leader for international education information in Canada for members, media, partners, governments, and international organizations. They will work collaboratively across the organization to ensure coherence of research activities and act as a resource in the development of other member services.

RESPONSIBILITIES

- Develops and implements an annual research plan based on continual review of the trends and development in the international education sector.
- Acts as a key liaison between CBIE, advisory committees and other partners in the development and execution of national surveys and the subsequent reporting and dissemination.
- Leads the implementation of annual and national surveys including the ethics review, securing member institution participation, finalizing the methodology, collecting statistical data, preparing the final reports as well as customized reporting, when requested.
- Procures and interprets statistical data from government and other sources to produce timely and insightful analysis of sector trends and implications.
- Drafts reports, briefing notes, articles, and policy papers for internal and external use.
- Ensures complex quantitative and qualitative data is packaged in compelling ways through storytelling and visual presentations.
- Acts as primary point of contact for information requests regarding CBIE's research.
- Identifies opportunities for research grants and assists in writing grant proposals, as required.
- Performs other duties as required.

QUALIFICATIONS

- Master's degree in business administration/social sciences/education/international relations or equivalent work experience.
- Five (5) years of relevant work experience.
- Specialization in statistical analysis or research methodology is an asset.
- Understanding of international education issues including immigration and education abroad is an asset.
- Experience in survey design and administration, data analysis and reporting.
- Excellent research and report writing skills.
- Strong computer skills, including familiarity with surveying and data analysis tools.
- Project development and management experience.
- Ability to conceptualize and develop grant proposals is an asset.
- Excellent communication skills in English, oral and written.
- Excellent communication skills in French, oral and written is an asset.
- Strong organizational skills, attention to detail, and commitment to producing high-quality deliverables in a timely manner.
- Ability to successfully manage multiple projects and competing demands in a fast-paced environment.
- Excellent interpersonal with the ability to work both independently and as a team member.
- Good judgement, tact, and diplomacy in dealing with the public, members, staff, and international partners.

CBIE offers a comprehensive benefits package which includes an attractive pension plan and group insurance program as well as remote/hybrid work arrangements. For general information on CBIE, visit our website at cbie.ca.

Please send your cv and letter of interest as soon as possible, quoting Competition 24-03 to jobs@cbie.ca in either Word or PDF format or mail to CBIE, 1550 – 220 Laurier Ave. W., Ottawa, ON K1P 5Z9. We thank all candidates for their interest, but only short-listed candidates will be contacted.

We are committed to equity, diversity and inclusion and encourage applications from people with disabilities, racialized people, Indigenous peoples, people from gender diverse communities and/or people with intersectional identities.

We provide a barrier-free work environment. Workplace accommodations are available should you be contacted regarding this competition. Please advise Human Resources of any accommodation requirements which must be taken.

April 2024