



Research Analyst, Labour Market Studies

Job description

Reporting to the Director of Research, the Research Analyst, Labour Market Studies, is responsible for implementing and managing a number of MiHR's labour market research projects. Responsibilities include the development, research, analysis and dissemination of labour market, human resources and other HR related information. This successful candidate will work closely with the Director of Research, other MiHR team members, project advisory committees, working groups, mining associations, consultants and funding agencies.

Responsibilities include, but are not limited to:

- conducting and facilitating research activities with industry stakeholders
- developing labour market intelligence products that contribute to the research priorities of the Council
- participating in the development of econometric models to forecast HR requirements within the mining industry, researching labour market information, presenting project research findings, and responding to requests for information from colleagues, stakeholders and the external community
- overseeing the logistics of the bidding process; creates RFP's and RFQ's, pre-screens proposals, manages the consultant evaluation process and oversees consultant deliverables for labour market information projects
- contributing to the labour market research project budget and cash flow; reporting and tracking project expenses through the authorization of invoices and monthly in-kind reports; and reporting on project progress
- maintaining valid and up to date database of LMI and other statistical information relevant to socio-economics in mining
- Building and expanding support for the "Mining Industry Workforce Information Network", MiHR's labour market forecasting program
- Supporting the production of accurate, relevant, and current communication tools, such as publications and articles

Education, competencies and experience

- University degree in Economics, Social Sciences, Commerce or equivalent
- 3-5 years experience working in a related field
- experience in budgeting, task scheduling and stakeholder communications
- experience in the creation, synthesis and analysis of data
- ability to write and communicate effectively
- ability to conduct and interpret qualitative and quantitative research
- ability to work individually and in a team environment
- ability to present research findings to sophisticated external audiences

Hours of work / compensation / location

- 37.5 hours per week
- Salary Range (\$45,000 - \$67,000 depending on the level of experience)
- A comprehensive benefits package including 3 weeks vacation
- The position is based in Kanata, Ontario
- Occasional travel required, within Canada

Please send your resume and cover letter via e-mail to hr@mihr.ca before August 20th, 2010.

Please quote position number MR20 in the subject line of your e-mail.