

Job ID: #SCHII-23-39
Job Title: Research Business Analyst and Assistant to the Director, Research Services
Department: Research Services
Campus: Thunder Bay, ON
Status: Full Time Permanent
Job Category: Schedule II

Date Posted: October 10, 2023

Closing Date: October 24, 2023

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job

The Research Business Analyst and Assistant to the Director, Office of Research Services (ORS) will ensure the integrity and oversight of all ORS data and business processes, provide database management expertise, prepare reports in response to requests for business intelligence and manage the operations of the Office of Research Services.

The position will be responsible for development and implementation of technological and business solutions to support various ORS initiatives and operations. They will be responsible for maintaining data integrity within the ORS Research Database and seek opportunities to develop automatic and manual integrations with other information systems (i.e., SciVal, Community of Science, ORCID, etc.).

The incumbent will be responsible for developing and maintaining procedures, guidelines, policies, and relevant training programs in support of the research unit's information systems.

As the Assistant to the Director, Research Services, the incumbent is also responsible for managing the day-to-day operations of the ORS to ensure the office is efficiently managed to support progressive research administrative support services at the University.

Job Duties

Employment Opportunity

- Manage the ORS Research Database by acting as the Database superuser ensuring the integrity of research data entered as well as managing awards, certifications, and the Researcher Portal access.
- Draft, organize and establish ORS Research Database user policies, SOPs, and training guides as well as assist with technical issues and training for the university research community.
- Provide comparative analysis using research funding, publication, citation, partnership and other research impact metrics data from Lakehead University and other universities to support planning activities.
- Prepare and provide research data analysis, projections, and analysis from various sources to the Director, ORS and the Vice-President, Research & Innovation
- Produce reports to meet both internal and external reporting requirements, collecting data from appropriate sources, and coordinate the development of reports summarizing key research and innovation statistics and key performance indicators.
- Maintain an ORS annual workplan and track progress on key action items.
- Assist with maintaining the ORS website and the file structure of all ORS shared network drives including the contact database of partners.
- Assist with the development of the ORS annual budgets and establish and maintain tracking documentation to support the monitoring of budgets.
- Organize and prepare materials for meetings, and manage meeting requests for the Director, ORS

Qualifications

- Completion of an Honour's Bachelor's degree, or equivalent, in a related field (e.g., Business, Computer Science, etc.); Master's degree in a related discipline would be considered an asset.
- Three to five years of relevant professional experience required, including:
 - Client interaction and customer service
 - Superior analytical and interpretation skills, with accuracy and attention to detail
 - Excellent communication skills, both written and verbal
 - Experience with report and presentation preparation
 - Experience in computer logic and programming
 - Advanced skills in Microsoft Office including Word, Excel, PowerPoint, Adobe Professional, etc.
- Experience working in a post-secondary institution would be an asset

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.



Employment Opportunity

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.