

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: INSTITUTIONAL ANALYSIS Level B, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible for planning and implementing research projects and surveys.
TYPICAL RESPONSIBILITIES	May include: planning and implementing research projects, surveys and other investigative tools; designing programs to produce required statistical reports; developing projection models for use in strategic planning; using statistical analyses to evaluate progress towards targets and policy objectives; tracking new research trends and developments; and presenting proposals to government, industry and university officials.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding research methodologies and systems supporting data analysis.
SUPERVISION RECEIVED	Works independently under minimal direction. Work is reviewed in terms of achievement of defined goals.
SUPERVISION EXERCISED	Directs the work of support staff.
MINIMUM QUALIFICATIONS	Post graduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.