



## IDENTIFICATION

Department	Position Title	
Finance	Research and Communication Analyst	
Position Number	Community	Division/Region
15-3324	Yellowknife	Bureau of Statistics/HQ

## PURPOSE OF THE POSITION

The Research and Communication Analyst is responsible for disseminating information from a variety of sources to ensure the Government of the Northwest Territories (GNWT) has access to timely and accurate data for planning policy and monitoring socio-economic conditions.

## SCOPE

Reporting to the Territorial Statistician and located in Yellowknife, the Research and Communication Analyst completes statistical requests, gathers data and creates dissemination products for the NWT Bureau of Statistics. Clientele includes all GNWT departments, boards and agencies as well as other Indigenous, federal and provincial/territorial governments.

The incumbent is bound by the *Statistics Act* with respect to the role of the Bureau of Statistics and confidentiality.

## RESPONSIBILITIES

### **1. Provide statistical advice and analytical services.**

- Interpret requests, research appropriate data sources and create responses;
- Utilize analytical techniques to complete ad hoc information requests from internal and external data users;
- Analyze trends and produce reports based on research and under the guidance of senior staff;
- Coordinate collection of complex data requests from subject matter specialists including documentation of methodology and data sources; and
- Collaborate with Bureau staff in the preparation of responses to information requests.

**2. Collect and disseminate information on behalf of the Bureau of Statistics.**

- Collect raw data from a variety of sources;
- Create data products such as statistical compendiums, profiles and infographics;
- Produce tables and charts from data sources as new data becomes available;
- Conducts literature reviews to identify best practices in sharing information with key data users;
- Monitor Bureau of Statistics' website to ensure content is consistent, accurate and updated;
- Research functionality, design and develop additional website content as required;
- Recommend content to maximize the effectiveness of the website as an essential communication and dissemination tool;
- Maintain and keep the Bureau's distribution listing up to date; and
- Provide plain language writing supports, ensure data products align with branding guidelines, and maintain consistency with communication standards.

**3. Develop, maintain and adhere to data sharing agreements and other record management activities**

- Develop or update data sharing agreements when necessary;
- Manage data sharing agreements including retention and disposition schedules;
- Provide guidance to Bureau employees on record management activities; and
- Ensure Bureau employees are following ARCS/ORCS systems on shared network drives.

**4. Contribute to the completion of projects and goals for the NWT Bureau of Statistics.**

- Work as part of the Bureau team to ensure projects and goals are completed on schedule;
- Facilitate engagement and meetings with stakeholders related to the collection and dissemination of statistical information;
- Procure supplies and services as needed;
- During major surveys, provide logistical and any other support required;
- Create travel authorizations and expense reports from casual staff, verify for allowable expenditures according to policy, confirm proper budget coding, and obtain proper spending authority signatures.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands

**Environmental Conditions**

No unusual conditions

**Sensory Demands**

No unusual demands

## **Mental Demands**

Competing deadlines, strict demands for accuracy and mentally taxing analysis of data can cause stress. The incumbent may occasionally be required to travel to communities within the NWT, sometimes in small planes, and walk or stand for long periods.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of procedures and methods to create tables from data
- Knowledge of basic statistical techniques
- Excellent computer skills including experience with Microsoft Office products, infographics and web design software.
- Ability to communicate effectively both verbally and in writing.
- Ability to manage concurrent projects and tasks within deadlines.
- Work both independently and in a team environment.
- Ability to analyze data and think critically.
- Knowledge of the Statistics Act.

## **Typically, the above qualifications would be attained by:**

Completion of a Bachelor's degree or higher in Statistics or a related discipline and 1 year of experience in a research or statistical environment.

## **ADDITIONAL REQUIREMENTS**

### **Position Security (check one)**

No criminal records check required  
 Position of Trust – criminal records check required  
 Highly sensitive position – requires verification of identity and a criminal records check

### **French Language (check one if applicable)**

French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)   
 French preferred

### **Indigenous Language: Select Language**

Required  
 Preferred