



Statement of intention

CSCNS recognizes that staff and culture should reflect the diversity of the province. CSCNS is intentional in creating spaces that are inclusive and intentionally reflect our communities. The organization encourages individuals who identify as African Nova Scotian, Indigenous Communities, Black, Person of Colour, 2SLGBTQIA+ to self-identify in their application/cover letter.

About

The Community Sector Council of Nova Scotia (CSCNS) is excited to be looking for a new team member in the role of Research Analyst!

Who is CSCNS? We are an organization is committed to the success and sustainability of a vibrant network of over 6000 nonprofit and voluntary sector organizations that collectively contribute \$1.7billion in direct, indirect and spinoff benefits to the gross domestic product (GDP) of Nova Scotia. We connect, advocate for, and provide training opportunities to nonprofits, social enterprises and voluntary organizations across the province.

The sector contributes to our collective wellbeing by providing communities with inclusive social, cultural, health, recreational and economic programs and services. CSCNS supports the professional development of sector leaders by providing training programs that develop knowledge and skills in areas like human resource management and development, financial administration, diversity, governance, succession planning and other areas where formal training may be lacking. The CSCNS itself is part of a network of 14 Sector Councils called the Association of Industry Sector Councils designated by the Government of Nova Scotia.



Mission

To bring together nonprofit and voluntary organizations to ensure they can effectively meet the needs of all of Nova Scotia's communities and citizens. The CSCNS works collaboratively to find innovative solutions to emerging and existing sectoral issues.

Vision

Community based organizations building a healthy, vibrant, inclusive and sustainable Nova Scotia, in partnership with government and the private sector.



Role Summary

This role reports to the Executive Director (ED) and is instrumental to designing and conducting research related to the community (nonprofit and voluntary) sector in NS, including representing CSCNS in a Labour Market Information (LMI) project with the Association of Industry Sector Councils (AISC) for a Nova Scotia "State of Labour Force" dashboard. The Senior Research Analyst leads the intellectual development, primary and secondary research, analysis and reporting of labour market metrics, economic impact data, conditions and forecasts within the industry sector.

As part of the LMI project with AISC, the Analyst will actively participate on a Project Steering Committee (PSC) with 13 other analysts representing their respective industry sectors. As a collaborative working team, the PSC will determine which common data points are to be collected, their collection methodology, and how they will be assembled into a visual dashboard to be viewed by stakeholders and updated regularly. The project is being executed in partnership with AISC, who will lead the PSC through the Chair of the PSC and a contracted consultant. This role will also oversee the development of a sector-level dashboard for the CSCNS web site.

The Research Analyst supports the Executive Director and others when assigned by the ED, including the PSC and LMI consultant hired by AISC. The Analyst works in a highly collaborative and energetic environment and will carry out the day-to-day project leadership and research functions for the community sector with direction from the ED. The Analyst will be required to perform at a high level of competency and co-operation. The key responsibilities of this role include but are not limited to those listed in the following pages.



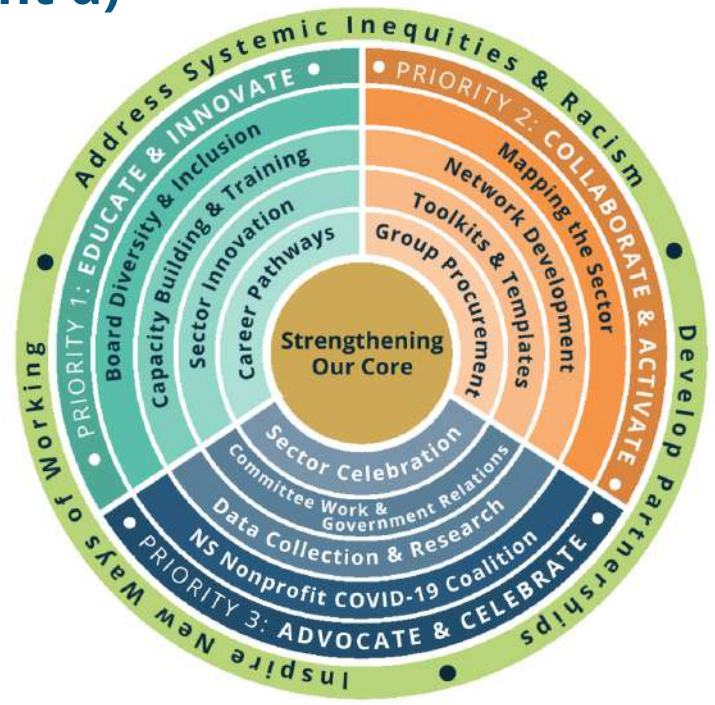


Position Responsibilities

- Contributes to the efficient design and execution of the LMI project, from initiation to completion, working collaboratively with all industry sectors while representing the interests of the Community Sector Council. The analyst has an aptitude to translate information needs into research plans.
- Contributes to the creation of a dashboard with a concise, digestible format that nonprofit organizations across Nova Scotia can view and utilize to make labour force decisions and plan for organization stabilization and growth; and which the NS Department of Labour and Advanced Education will use for labour market policy planning.
- Determines, through research and collaboration with the PSC, what data is relevant. Determines what secondary data is accurate and available for the sector, and what primary data is to be collected and analyzed. The Analyst contributes to the PSC developing a repeatable research methodology.
- Leads the collection of primary data, including information to update the State of the Sector report for the community sector.
- Drives the development of reports and sector profiles for investment retention and attraction, with a focus on labour market data and economic impact data.
- Contributes to cross-sector survey design. Issues, collects and analyzes survey responses within the sector.
- Updates sector data as per the reporting deadlines from AISC.
- Examines data to assess the health of Nova Scotia's labour market (strengths, weaknesses, opportunities and threats) and what the data means for businesses and organizations competing for labour resources.

Position Responsibilities (cont'd)

- Determines what social changes, demographics, local/national/international events, government policies and economic conditions influence the supply and demand of local labour market.
- Maintains and monitors project plans, project schedules and project documentation for the AISC project.
- Provides updates on project progress to the ED and AISC, as required.
- Develops policy briefs and other communications materials for the sector, as directed by the ED.
- Compiles data, statistics, periodic and occasional reports, and other key performance indicators of program success (LMI project and others.)
- Establishes and oversees administrative procedures to meet the requirements of funding received through various streams of government related directly to the role.
- Sees other areas of need within the organization and addresses those needs through the development of data, documents and processes.
- Supports the Executive Director with other research duties as assigned.



Experience

- The ideal candidate will have demonstrated rich previous experience in project management, statistical research and economic research projects, ideally with an understanding of workforce development programs, business management, or another related field
- Minimum three years previous experience in research project work, ideally working with quantitative data and in relation to economic development
- Minimum one year of previous experience in a project leadership position
- Rich experience in statistical collection and analysis
- Experience working with diverse stakeholders in a project management context
- Excellent written and verbal communication skills, including presentation skills
- Knowledge of the community sector in NS and the factors affecting organizational sustainability and labour force conditions

CSCNS is committed to equitable hiring practices and will consider alternative combinations of experience and education that contribute to a candidate's ability to do the work as outlined.

Essential Attributes

Highly analytical with attention to statistical detail

Works independently and in teams to complete tasks in a timely manner

Demonstrates leadership through expertise, positive attitude, consensus building and collaboration

Highly inquisitive with a strong research orientation; solution-driven

High initiative, self-reliance, diligence and perseverance

Tolerance for ambiguity

Strong interpersonal and communication skills

Highly organized with the ability to prioritize and multitask

Takes pride in work and ensures the highest quality on every initiative

A business orientation and solution-driven

Shares values of honesty, integrity, work ethic, results, diligence

Commitment to justice, equity, diversity and inclusion (JEDI)





Computer Applications you'll be working with:

- MS 365 Office suite: Excel, Access, PowerPoint, Word, MS Outlook, Teams, SharePoint.
- Virtual meeting tools (e.g., Zoom, Teams)
- Remote collaboration tools for document sharing and project management (e.g., Dropbox, Google Docs, Jamboard)

Educational Requirements:

- Completion of a bachelor's degree in economics, statistics, commerce, business administration, public administration, or other relevant discipline.
- *Certified economic developer (Ec.D) designation and/or PMP certification considered an **asset**.*

CSCNS Core Competencies

Committed to continuous improvement for self and the organization

Takes responsibility for actions, engages in self-reflection, able to appreciate and respond to different and opposing views on a topic

Creates commonly owned plans for success

Creates short-term and long-term plans with clear goals and buy-in from others and adjusts as needed

Challenges the status quo

Embraces innovation and risk-taking, able to see patterns and identify key or underlying issues in complex scenarios

Builds external networks and partnerships

Strong ability to engage with others and see role as part of a broader system

Focuses on team over self

Commits to developing a high-performing team and seeks feedback from others

Builds trust through clear communication and expectations

Follows through with commitments, shares directly and honestly, comfortable dealing with conflict and aware of personal biases

Position Details

- Term to March 31, 2022 (with potential for renewal, based on funding)
- Salary: \$60,000 - \$65,000 (prorated for term)
- Location: Halifax (but could consider virtual – would require some travel to Halifax)

HOW TO APPLY

- Apply now by [clicking here!](#)
(you'll be able to enter you information and upload you application directly)
- **Applications will be accepted until 12pm on Friday, June 25th**
- Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality. **Don't be generic, be yourself.**



COMMUNITY
SECTOR COUNCIL
of NOVA SCOTIA

