

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

Lead Researcher

Purpose

The Lead Researcher will be responsible for providing strategic direction to major research projects, design a range of evaluations, lead innovated applied research initiatives, write up research findings on a variety of topics that support KKETS policy and service delivery.

Scope

Reporting to the Executive Director, the Researcher will maintain working relationships across multiple partners and organizations. The Lead Researcher will work alongside Lakehead University and build relationships with research institutes.

Education

Master's Degree, bachelor's degree, or equivalent combination of education, training, research, experience in business administration.

Previous Experience

- Proven experience conducting research.
- Proven work experience conducting research.
- Knowledge of research writing and report writing.
- Knowledge of relevant legislation and programs.
- Strong written and communication skills.
- Strong problem-solving skills and ability to manage time effectively.
- Sensitivity to and knowledge of the needs of the membership and their aspirations.
- Fluency in Cree, Ojibway or Oji-Cree is considered an asset.

Knowledge, Skills, and Abilities

- Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook, etc.
- Strong written and communication skills.
- Strong problem-solving skills and ability to manage time effectively.
- Knowledge of relevant legislation and programs.
- Knowledge of KKETS, Matawa Tribal Council, and other Indigenous organizations.
- Fluency in Ojibway or Oji-Cree is considered an asset.

Knowledge in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet
- Research

Personal Characteristics

- **Ethics:** Understand ethical behavior and business practices and ensure your own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness

- **Decision making:** Assess situations to determine the importance, urgency, and risks, and make clear decisions that are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results
- **Problem-solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee may have to travel locally and throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time

Primary Duties and Responsibilities

PLANNING

- Building on the project timeline and schedule that includes hiring community-based researchers and developing a project governance structure.
- Coordination of participating First Nations to generate a research and engagement activities schedule.
- Conduct case study interviews with individuals, communities, and organizations
- A Community Wellness Survey will be conducted door to door by community researchers at the beginning of the project following the community forums and near the end of the project.

COORDINATION

- The Lead Researcher needs to be ambitious and able to thrive in a fast-paced environment.
- Communicate with the Executive Director and the Program Manager to keep well informed of the work of the program.

ADMINISTRATION

- The Lead Researcher is responsible for providing strategic direction to major research projects, design a range of evaluations, lead innovated applied research initiatives, write up research findings on a variety of topics that support KKETS policy and service delivery.

OTHER

Perform other duties as required.

Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____