



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

**THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC)** is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

## **BILINGUAL DATA ANALYST**

**Full-time position, 18-month contract**

**Current annual salary range:** \$64,325–\$81,004, depending on experience and qualifications

**Work arrangement can be remote, in-person, or hybrid**

CMEC offers excellent benefits and the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

### **Position summary**

The **Bilingual Data Analyst** will support the project “Modernizing the Pan-Canadian Indicators on Student Financial Assistance (PCISFA),” the purpose of which is to collect reliable, comparable data on student financial assistance (SFA), in order to inform evidence-based policy discussions and to support policy and program development.

CMEC has been involved in this work since 2013. The new PCISFA project will include not only data collection and reporting, but a methodological review of current indicators, to ensure they are providing the most robust, comparative picture possible of SFA in Canada.

This role will appeal to individuals with strong data-analysis and policy-research skills. The successful candidate will be required to write complex written reports for a range of stakeholders, from ministers of education to the general public. Intellectual curiosity and the ability to monitor and investigate emerging developments in education in Canada are essential.

Reporting to the Director, Programs, and working closely with the Coordinator, Postsecondary Education and Adult Learning, the successful candidate will:

- conduct data collection, and report on a set of pan-Canadian indicators determined by provinces and territories and the federal Canada Student Financial Assistance (CSFA) Program for study years 2019–20 and 2020–21
- conduct a thorough methodological review of the indicators, including the definitions and referential framework of data points, including:
  - a state-of-the-field review of SFA data and indicators, informed by provincial/territorial, federal, and international best practices (this could include data gaps, limitations, and recommendations for the collection; reporting; and sharing of SFA data and indicators)

- a data workshop to determine the data, definitions, and timelines to be adopted for the collection process (this will inform the development of draft methodological data tools and definitional frameworks)
- a pilot study for data collected for study year 2021–22
- work in close collaboration with colleagues at the CMEC Secretariat, and with provincial/territorial and federal members of the Intergovernmental Consultative Committee for Student Financial Assistance (ICCSFA)

### Key qualifications

- Superior communication skills in French and English, both oral and written (candidates may be asked to provide writing samples)
- University degree in a field that emphasizes both qualitative and quantitative analysis, or equivalent work experience
- Strong data-analysis skills, with at least three years of experience in effective communication of data trends and insights
- Strong research skills (both qualitative and quantitative), combined with a keen interest in developing a breadth and depth of knowledge in education
- Advanced knowledge of Microsoft Excel, and ability to develop applications in Microsoft Access
- Exceptionally detail-oriented, with strong organizational skills and the ability to meet critical deadlines (project-management experience is desirable)
- Experience with large-scale datasets and large-scale data-collection activities, preferably in the field of education
- Knowledge of data security and protection of privacy protocols and regulations
- Knowledge of, and ability to use, the following programs is an asset: Remark, Data Management Expert (DME), WinW3S, SPSS Complex Samples Module, and online survey software such as Survey Monkey or Fluid Surveys
- Exceptional computer skills, and experience working with—and troubleshooting—data-collection and analysis programs
- Highly collaborative, with strong interpersonal and networking skills to develop key contacts across Canada (needed to acquire and share information)
- Knowledge of government relations, structures, and policy, and/or experience in the education system
- Critical thinking, ability to synthesize large sets of data, and ability to analyze implications of data for policy and programming

Preference will be given to candidates with one or more of the following:

- Experience with survey development and data collection
- Experience working on data projects at the pan-Canadian level or at equivalent scale
- Experience with presenting data and research and organizing a research or indicators program
- Graduate degree in education statistics, policy, or related field

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources, at [hr@cmecc.ca](mailto:hr@cmecc.ca), by **4:00 p.m. EDT, September 6, 2022**. For more information, visit us at [www.cmecc.ca](http://www.cmecc.ca).

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part of the selection process.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

**CMEC is an equal-opportunity employer.**