

Job Title: RESEARCH ANALYST 1

Job ID: 23241

Job Category: Policy, Planning & Research

Division & Section: Purchasing & Materials Management, Program Support & Policy Development

Work Location: City Hall, 100 Queen Street West, Toronto, M5H 2N2

Job Type & Duration: Full-time, 1 Permanent Vacancy

Hourly Rate and Wage Grade: \$41.67 - \$45.66, TF0302, Wage Grade 13

Shift Information: Monday to Friday, 35 hours per week

Affiliation: L79 Full-time

Number of Positions Open: 1

Posting Period: 17-NOV-2021 to 01-DEC-2021

The **Purchasing & Materials Management Division** is a critical function within the **City of Toronto's** complex multi-site, multi-division and multi-stakeholder environment, partnering with all City divisions, designated agencies and corporations in order to procure goods and services at the best value. As part of its commitment to ensuring open, fair, equitable and accessible business processes and practices, the Division utilizes a fair and transparent procurement process, provides leadership and quality customer service, and implements the highest standards of business ethics across the organization.

Responsibilities:

- Conducts research on topics involving collection of information from sources such as United Nations, other levels of government, libraries, other departments and community agencies, conducts literature searches, and utilizes other social, economic and scientific research methods. Develops and administers questionnaires.
- Collects, analyzes, evaluates and interprets information/findings to develop recommendations for improvement to existing Departmental projects, policies and services and in the development of theories, concepts and objectives for new Departmental projects, policies and services.
- Identifies and monitors information on social, economic and environmental needs of the community to forecast problematic areas and needs.
- Provides policy analysis and research support on a broad range of economic, business and strategic infrastructure issues.
- Writes reports for Council based on research. Documents findings, supporting data, recommendations and theories. Prepares and co-ordinates briefs and summary reports, on subjects such as legislative changes, research information and implications of findings.
- Prepares abstracts and summaries of studies using a range of analytical techniques such as statistical, economic and scientific.
- Provides research support to other Divisions and Departments, Councillors, task forces and committees by locating and providing information requested. Circulates data throughout Department/Division.
- Develops and sets up computer applications to store and retrieve data (e.g., census information, library catalogues).
- Maintains library e.g., research data, statistics, acts, books, periodicals, reference material and council minutes. Collects, purchases, indexes/catalogues and files material. Updates material using personal computer. Modifies/develops reference system.
- Attends meetings with staff; networks with other Departments/Divisions, different levels of government, libraries and community agencies. Participates in problem solving.

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Post-secondary education in a relevant discipline (e.g., public administration, business administration, data science) or an equivalent combination of education and/or relevant experience
2. Considerable experience in the application of a wide range of research methodologies and practices, including survey design, data management, data visualization, performance measurement and program evaluation
3. Considerable experience collecting, analysing and interpreting large volumes of data, and providing oral and written summaries of research findings, including creation of dashboards
4. Experience with electronic database management, online survey tools and software (e.g. CheckMarket), business intelligence and data visualization software (e.g. Tableau) and Microsoft Office Suite software (e.g. Word, Excel, PowerPoint, Access)

You must also have:

- Knowledge of procurement operations, compliance, policies and procedures
- Knowledge of Financial Information Systems such as SAP ERP, SAP Ariba or similar procurement tools
- Strong technical aptitude with an ability to make judgements about the application of technology to meet business and client needs
- Excellent communication skills, written and oral required to prepare documentation, reports, presentations and training materials
- Excellent interpersonal skills to work with all levels of staff in the division and organization and commitment to deliver superior customer service, quality performance and continuous improvement
- Excellent organization skills to set priorities, plan and execute tasks, meet designated deadlines – often within time restraints
- Self-disciplined and the ability to work independently with limited supervision
- Ability to work effectively within a dynamic team setting and/or project environment
- Must be willing to work additional hours during peak periods or on critical projects to meet operational requirements

Social and Environmentally Responsible Procurements:

Through its procurement process, the City of Toronto is committed to creating jobs and driving inclusive economic growth through the City's Social Procurement Program which encourages supplier diversity and the implementation of workforce development. Learn more about the City's Social Procurement Program on the City's website at: <https://www.toronto.ca/business-economy/doing-business-with-the-city/social-procurement-program/>

In addition, The City is also committed to increasing the development, awareness and purchase of environmentally preferred products that are less harmful to the environment. Learn more about the City's Environmentally Responsible Procurement Policy at: https://www.toronto.ca/wpcontent/uploads/2017/08/8e27-environment_procurement.pdf

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](#).

NOTE TO INTERNAL FULL-TIME AND PART-TIME CITY OF TORONTO EMPLOYEES:

City of Toronto employees must apply to full-time or part-time employment opportunities posted on the City's **Internal Job Posting Portal**.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.

[APPLY HERE](#)