

**TITLE:** MANAGER, RESEARCH

**CLASSIFICATION:** BAND 3

## **JOB OVERVIEW**

BC's Office of the Human Rights Commissioner (BCOHRC) exists to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures. We do this work through education, research, advocacy, inquiry and monitoring.

The Manager, Research is responsible for developing and leading strategic research initiatives and projects, supporting research needs across the Office, supervising a team of researchers, and building positive working relationships with external experts and key stakeholder groups with the aim of producing high standard research to address the root causes of inequality, discrimination, and injustice in B.C.

## **ACCOUNTABILITIES**

- Develops, delivers and evaluates meaningful research to support systemic change on issues that have local, regional, provincial or international scope within BCOHRC's strategic priorities, including identification of impacts, potential outcomes, and risks.
- Scopes and manages research-led projects throughout their life cycle from conception to evaluation, and supports the delivery of on-time, on-budget research components of interdisciplinary projects led by other departments.
- Contributes to the development and implementation of short- and long-term strategic plans, identifying research methods and priorities that support the Office's mandate and providing advice and recommendations to the Executive Director.
- Applies a rights-based approach and an intersectional lens with a focus on decolonization, critical analyses, and research ethics aligned with [BCOHRC's guiding principles](#) in research projects and initiatives.
- Leads and supervises direct reports including assignment of work, coaching and mentoring the development of staff, conducting performance evaluations and creating learning and development and succession plans, approval of leave, conflict resolution and performance management.
- Supports the development and implementation of a data management system (following [BCOHRC's Grandmother Perspective report](#) recommendations where relevant), including developing and implementing data standards, policies, practices, training and quality improvement strategies.
- Engages with research institutions (post-secondary, think tanks), government (federal, provincial, municipal and Indigenous), and organizations in the public, private and the non-profit sectors to conduct research, seek input on research design, and explore collaborative research opportunities.
- Prepares reports, research papers, briefing materials and notes and other materials for Executive decision-making and public distribution.
- Ensures the overall quality, reliability, and accuracy of analyses and findings of research conducted or relied on by BCOHRC (including quantitative and qualitative).

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- Supports the development and implementation of an information management system to record and make accessible to BCOHRC staff multiple forms of knowledge, including academic articles, large data sets, consultation notes and community research reports.
- As required, acts on behalf of Executive Director and represents the Office at significant internal and external meetings, working groups, focus groups, advisory committees and task forces.
- Works collaboratively with other departments in the delivery of research initiatives.
- Manages research contracts and/or grants to external researchers.

## **JOB REQUIREMENTS**

### **EDUCATION AND EXPERIENCE**

- A graduate level degree in a related discipline (e.g., social sciences including political science, sociology, Indigenous studies, gender and/or women's studies) or equivalent.
- A minimum of five years' work experience with increasing levels of responsibility, including:
  - Leading, mentoring and supervising diverse staff in a multi-disciplinary team environment, applying a variety of supervisory techniques to support practice excellence (including leadership development, coaching, mentoring and providing direction).
  - Experience managing multiple, complex projects in a dynamic environment with shifting priorities and tight timelines.
  - Applied research experience in designing, leading and coordinating mixed method (qualitative and/or quantitative) research projects on human rights related issues, using human rights-based and/or decolonizing approaches. Experience managing research projects in a non-academic environment is an asset.
  - Participating in and supporting staff in collaborative, multi-disciplinary projects with colleagues and external partners.
  - Writing clear, concise reports, research papers, briefing notes, and other materials that distribute complex issues to a public audience that may include government policy makers, service providers and employers, community partners, and the general public.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required.

### **WILLINGNESS STATEMENT: SOME TRAVEL TO RURAL AND REMOTE AREAS REQUIRED.**

*Preference may be given to applicants with the following:*

- Preference may be given to applicants who are Indigenous, Black or racialized, people with diverse gender identities or expressions and/or people with disabilities.
- Lived experience with human rights work, which could be through your own identity and/or personal experiences related to human rights.
- Experience building relationships and/or collaborating on research initiatives with Indigenous groups or communities.
- Experience applying an understanding of Indigenous research principles, concepts and methodologies, and traditional/cultural knowledge.

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- Completion of Ownership, Control, Access, and Possession (OCAP) Principles training.
- Experience with statistical or qualitative software (e.g. SPSS, Eviews, Stata, NVivo) suite including Access.
- Experience with quantitative research methods.
- Experience with a variety of evaluation methods to measure impact in relation to strategic objectives (e.g., metrics, key performance indicators). Experience with human rights impact assessment an asset.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Commitment to and passion for human rights and ability to lead research for systemic change.
- Ability to build, lead and coach diverse teams and foster the development and growth of the team.
- Knowledge of a variety of quantitative and qualitative research methods, and the ability to collate and manage primary and secondary data sources, including large statistical datasets and qualitative data.
- Excellent project management and organizational skills, ensuring the ability to function effectively and with flexibility in a fast-paced, multi-disciplinary environment.
- Well-developed analytical, strategic, and critical thinking skills.
- Superior oral and written communication skills including the ability to review and summarize material concisely and to write and edit a range of materials in a format appropriate for the intended audience.
- Knowledge of the provincial economic, social, cultural and political context, including relevant and current issues, legislation, research and initiatives.
- Ability to exercise a high degree of confidentiality, discernment, tact and diplomacy in dealing with issues that could have a significant impact on the image and credibility of the Office.

### **INDIGENOUS RELATIONS COMPETENCIES**

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
- **Empathy** is the ability to recognize, understand and directly experience the emotion of another. It involves listening with heart, accepting their message, and staying focused on their experience rather than reacting. It means understanding that the behaviour may be connected to something outside of the immediate situation.
- **Sustained Learning and Development** means continually increasing your ability to build and maintain respectful and effective relationships with Indigenous people. Central to this competency is appreciating that there are many other cultural understandings of knowledge and ways of working that have legitimacy and deserve respect – and therefore require our

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continual learning and development, including direct exposure to cultural and community ways.

- **Process orientation** places a priority on how things are done. It is a willingness to remain open and follow in new directions. It means setting aside mainstream ways of achieving results and instead following culturally respectful processes that also produce results. It is letting go of agendas or the need to control and trusting that the appropriate outcome will emerge from a good journey together. It means accepting that both the use of process orientation and a good relationship are concrete results.

#### **BEHAVIOURAL COMPETENCIES**

- **Planning, Organizing and Co-ordinating** involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Developing Others** involves a genuine intent to foster the long-term learning or development of others through coaching, managing performance and mentoring. Its focus is on developmental intent and effect rather than on a formal role of training. For this competency to be considered, the individual's actions should be driven by a genuine desire to develop others, rather than by a need to transfer adequate skills to complete tasks.
- **Empowerment** is the ability to share responsibility with individuals and groups so that they have a deep sense of commitment and ownership. People who practice empowerment participate and contribute at high levels, are creative and innovative, take sound risks, are willing to be held accountable and demonstrate leadership. They also foster teamwork among employees, across government and with colleagues, and, as appropriate, facilitate the effective use of teams.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Seeking and using feedback** involves knowledge and skills of seeking and using feedback from other to improve one's performance and authenticity. This requires active listening and modeling personal change in order to foster trust in the whole organization.
- **Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

**For more information on competencies, see:**

[Competencies in the BC Public Service](#)  
[BC Public Service competencies list](#)  
[Indigenous relations behavioural competencies](#)