

University of Western Ontario Faculty Association (UWOFA)

JOB TITLE:	Research and Data Officer
REPORTS TO:	UWOFA President
LOCATION:	Onsite, London, Ontario
RATE OF PAY:	\$89,034.00 per year. This pay rate is in accordance with the CUPE 2361.2 Collective Agreement (Article 20 and Appendix E).

A: OVERALL PURPOSE OF THE JOB

The Research and Data Officer will support all UWOFA functions with various research needs including identifying research and data needs, data collection, analysis and presentation, project managing research projects.

B: SPECIFIC ACCOUNTABILITIES OF THE JOB

- Responsible for providing high-quality research for UWOFA including quantitative and qualitative data collection, analysis and management.
- Responsible for evaluating and identifying research and data needs through internal and external environmental scans and consultation with UWOFA Board and committees.
- Often in collaboration with UWOFA committees and staff, contribute to knowledge mobilization through the production of research reports, briefs, visualizations and other materials for internal and external use.
- Participate in the presentation of research data to relevant internal and external stakeholders, as required.
- Manage research projects and timelines.
- Assess, develop and manage office technologies, software, tracking systems, archiving systems and other processes in support of efficient, timely and accurate information access and reporting.
- Any other task, duty or work assignment as directed by the UWOFA Executive or designate that is appropriate for the knowledge, experience, skill and effort required for this role.

C: REQUIRED KNOWLEDGE, EXPERIENCE, SKILL AND EFFORT:

KNOWLEDGE/EXPERIENCE

- University Degree, completion of a thesis or other major research project an asset.
- Demonstrated proficiency in basic qualitative and quantitative research tools and methodologies.
- Demonstrated success in developing, conducting and managing research projects, synthesizing information and disseminating data/findings.
- TCPS2 certification or equivalent.
- Strong knowledge of university environment.
- Prior experience working in and for a unionized environment an asset.
- Familiarity with UWOFA or similar organization an asset.

SKILL

- Technologically proficient and competent using contemporary software and internet applications.
- A deep understanding and use of databases is mandatory.
- Strong project management, task prioritization and time management skills.
- Outstanding communication skills, both written and oral.
- Demonstrated ability to work independently and cooperatively with others in a dynamic environment.
- Ability to quickly develop and maintain positive relations at work.

EFFORT

- Takes initiative, is self-directed, identifies needs and opportunities and is solution oriented.
- Works effectively and cooperatively as a member of a diverse, multi-disciplinary team in a high-volume office environment subject to tight deadlines and shifting and competing priorities.

JOB POSTING: Research and Data Support Officer



- Exercises extreme discretion and good judgment in data handling and disclosure.
- Provides effective and timely communications to the President and any appropriate Committee Chair.

D: WORKING CONDITIONS

The successful incumbent will work in normal office conditions with potential for remote work on occasion and as circumstances permit. Mobility to move around a university campus is required from time to time.

E: ENVIRONMENT:

The University of Western Ontario Faculty Association (UWOFA) is a certified union representing about 1,650 faculty members and 50 librarians and archivists at the University of Western Ontario. UWOFA negotiates collective agreements, advises members on employment matters, handles workplace disputes and grievances, and engages in advocacy to advance the professional interests of faculty and academic librarians and archivists.

The UWOFA office is currently staffed with a capable and dedicated team of four employees: the Operations Officer, the Communications and Engagement Officer, and two Member Services Officers.

Learn more about [UWOFA](#)

HOW TO APPLY

Qualified candidates, please submit a covering letter (including salary expectations) and a resume to: recruiting@ladderhr.ca. Due to the volume of applications received, only those selected for an interview will be contacted.

DIVERSITY, INCLUSION, EQUITY AND ACCOMMODATIONS

UWOFA supports an inclusive safe working environment and welcomes and encourages applications from all people. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please contact recruiting@ladderhr.ca for specific accommodation requests.