

POSITION DESCRIPTION

1. General Information

Position Title: Research Associate

Position Number: 990060

Faculty / Service and Department: Smart Prosperity Institute

Position Reports to (Title): Director, Policy

Effective Date: As soon as possible in 2017

2. Position Purpose

This section provides a brief but specific statement of why the position exists. The statement should give the reader an immediate impression of the primary purpose for including the job in the organization. The statement should be one or two sentences in length and should clearly distinguish the fundamental orientation of the job.

Made up of business, environment, policy and academic leaders **Smart Prosperity Institute (SPI)** is a national green economy think tank/do tank. We harness leading-edge thinking to advance innovation in policy and markets, in the pursuit of a greener, more competitive Canadian economy. At the same time, SP actively helps broker real-world solutions by bringing public and private sector decision-makers to the table with expert researchers to both design and apply innovative policies and programs.

The Research Associate leads assist in the mobilization and translation of knowledge from Canadian academics, and to assist in the production of high-quality research reports and policy briefs, to influence policy-makers and businesspeople to support the adoption of market-based instruments to achieve better environmental outcomes.

3. Specific Accountabilities

Provide a brief, but complete statement (two to three lines) describing each of the major responsibilities for which this job is held accountable. Best practices suggest most jobs at the managerial level have between 6 to 10 accountabilities. **Remember** to start with an action verb and to indicate the end result to be achieved (What and Why).

Research and writing

1. Assists the Senior Research Associate and Director, Policy in the researching and writing of high quality original reports and policy briefs to ensure Smart Prosperity Institute becomes a highly visible and credible leading voice on market-based instruments in Canada.
2. Assists in the “translation” of academic research reports and products coming out of the SPI Research Network into policy products (i.e. SPI Policy Briefs) to mobilize and translate academic research to influence policy-makers and businesspeople to support the adoption of market-based instruments to achieve better environmental outcomes.
3. Assists as needed in the internal and external review processes to obtain feedback on research products to ensure high quality research products.

Policy and research strategy and planning

4. Tracks major research and policy trends and initiatives of relevance to SPI's mandate and function to ensure strategic alignment with the external environment.

Production Management

5. Assists the Senior Research Officer and Director, Policy in the production process for research products (e.g. liaise with designers, web, etc.) to ensure high quality publications are published.

Communications and outreach

6. Assists in the execution of communications strategies for upcoming research products, including, as needed, writing communications material to ensure high number of downloads, as a proxy for measuring readership.
7. Helps manage SPI's social media presence to engage directly with and increase the audience for our work.

Fundraising

8. Participates in and supports SPI fundraising efforts by assisting with background research, proposal writing, etc. to enable SPI to raise funds so the organization can achieve its objectives.

4. Knowledge, Experience and Skills

Describe the knowledge, education (or equivalence), experience and skills required to achieve the results expected of this position. Remember to provide the "true" requirements for the position to perform at fully acceptable levels, not other "nice to have's".

The work requires:

- Graduate level (Masters) degree, preferably in environmental economics, business or a related field.
- Very strong written research and writing and analytical thinking skills.
- Sound theoretical and practical knowledge of economics, environmental issues, policy, finance and communications, normally acquired through undergraduate and graduate degrees and a strong track record of academic performance.
- Capacity to work on a number of projects simultaneously, with delivery of high-quality outcomes.
- Capacity to initiate and manage projects with minimal supervision.
- Bilingual.

5. Direct Reporting Relationships (for supervisory positions only)

Describe the positions that **report directly** to this job (if any) and the main purpose of each role.

To provide additional clarity, please attach the organization chart for the group.

Direct Reports (use position titles)	Describe the main purpose/role of each report	Total number of FTEs <u>reporting to this direct report</u>
NA		

6. Typical Contacts or Working Relationships (if applicable)

Describe the most significant internal and external contacts, other than with the supervisor and subordinates. Show the end result or **purpose** of these working relationships including the frequency of such interactions.

Contact	Purpose/Result of Contact	Frequency
Director, Policy	Provide information and research assistance on specific initiatives (e.g. fundraising)	<i>daily</i>
Senior Research Associate	Assist in the research and writing process, and other tasks as needed.	<i>daily</i>
Executive Director	Provide information and assistance on specific initiatives (e.g. fundraising)	<i>As needed (usually weekly)</i>
Network coordinator/communications specialist	Provide content and messaging advice for website. Request specific design work such as infographics.	<i>weekly</i>

7. Initiative, Problem Solving and Key Issues and Challenges

This section provides a clear, concise overview of two or three priority elements of the job that illustrate significant challenges, or the priority issues or initiatives that form part of these challenges. The intent is to provide insights into what might be described as the highest **recurring** level of complexity dealt with in the position. Also specify what assistance or support is available to address these matters (e.g. policies, procedures, guidelines, standards, precedents, advice, etc.).

SPI has limited resources to deliver high-quality research outputs, and this role assists with the research and writing function within the organization. There are multiple requests and competing priorities, this position must balance multiple simultaneous research projects, and ensure that time is spent on the most strategic and high impact projects.

This position has contact with internal and external stakeholders in addition to the core research and writing duties. It requires a balance between contact with others and allocating quiet time for research and writing, which requires a great deal of concentration and analytical thinking.

8. Decision Making

This section describes examples of typical decisions and recommendations made by the incumbent in the job.

Decisions:

Recommendations:

Determines how much time and resources it will take to produce a research report or policy brief, and depending on strategic priorities and external trends, recommends which research products to produce.

Recommends specific communications targets and strategies for research products.

9. Dimensions

Jobs have an impact on functions, programs or the operations of organizational units. Dollars and other quantifiable numbers have been proven to be the most widely applicable “proxy” for measuring the size and scope of the function, units, programs or operations impacted by each job. Please provide 2-3 examples for illustrative purposes of areas where your job has an impact. (Suggestions include: FTEs, operational budget, other metrics)

Operating budget: \$2.2 million
(Includes \$421,000 in university core funding for the IE and \$1.8 million in external funding for SPI)

Number of funders: 29

Number of publications/year: 12 (on average)

Full-time employees: 11

Part-time employees: 7

Work/study students: 2-4

Affiliated professors (based at the IE): 4

External members and partners (active): over 200

Events per year: 35 to 50 -Budget: \$0-4,000

12 to 20	-Budget \$4,000 – \$10,000
4 to 8	-Budget over 10,000

10. Working Environment and Conditions

i. Physical Effort

This sub-factor involves the physical effort and/or strain (i.e. sitting, standing, keyboarding, lifting) on the standard jobholder in performing the job to the required standard.

Jobs may require levels of physical activity that vary in intensity, duration and frequency, or any combination of these factors, which produce physical stress or fatigue.

Work requires sitting for prolonged periods of time reading and writing reports, extensive use of computer technology, attending meetings, and composing email messages. Occasional travel, mostly within Canada.

ii. Physical Environment

This sub-factor involves the degree of exposure to Environmental factors (i.e toxic or unpleasant fumes, extremes of temperature, and unavoidable exposure to hazardous substances, equipment, and/or situations) required to do the work.

Jobs may require progressive degrees of exposure of varying intensities, durations and frequencies to unavoidable environmental factors which increase the risk of accident, ill health, or discomfort. Please identify the unavoidable environmental conditions that may affect the job holder's work and health. Provide specific examples for each.

Work in open office area with good ventilation. Need to be able to maintain focus and concentration in areas of relatively high traffic.

iii. Sensory Attention

This sub-factor involves the level of sensory attention (i.e., seeing, hearing, smelling, tasting, and touching) required during the work process.

It refers to the extent to which concentrated levels of sensory attention are required during the work process that vary in intensity, duration and frequency. Examples include: listening at meetings, auditing, inspecting, monitoring video display terminals, proof-reading, or listening to tapes on a dictaphone.

Work requires focused mental and visual concentration when reading and writing reports and when composing and receiving messages in front of the computer screen as part of the daily routine. Meetings require the use of visual and auditory senses to observe interaction and to listen and respond to meeting partners and the topics under discussion. Work requires the ability to work on several files at once, reporting to and meeting with a variety of personnel from diverse backgrounds.

iv. Mental Stress

This sub-factor involves the degree of exposure to factors inherent in performing the job, which increase risk of such things as tension or anxiety.

It refers to progressive degrees of exposure of varying intensities to factors inherent in the work process, which increase the risk of tension or anxiety. Examples of such factors include: pressures related to the job, the requirement to work to strict deadlines, repetitious nature of the work, dealing on a regular basis with confrontational situations, working within competing priorities over which the job holder has little or no control.

There is a continuous demand to produce high-quality reports within tight timelines and with a limited budget and resources, and that they be impactful on the audience (policy-makers). An ability to respond to changing priorities based on funding, news, new academic research, etc. is an inherent part of the job.

11. Signatures:

Position Title:

Position Number:

Incumbent

Date

Immediate supervisor

Date

2nd level of approval

Date