

*With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.*

## **Job opportunity**

### **Data Analyst**

### **Performance, Analytics and Evaluation**

#### **Position summary**

Reporting to the Director of Performance, Analytics and Evaluation (PAE) of the Canada Foundation for Innovation (CFI), the Data Analyst works closely with the Senior Evaluation Analysts to collect and validate data, conduct analyses and provide evidence-based reports to internal teams and external partners.

#### **Responsibilities**

The incumbent will:

- Prepare, analyze and synthesize quantitative and qualitative data to address internal and external information requests, as well as for research and studies conducted by the PAE team
- Develop data collection tools (e.g., surveys) and indicators that inform on the CFI's performance and help demonstrate achievements in meeting organizational objectives and expected results
- Manage data collection and coordinate with other CFI units to produce corporate reports (e.g., performance report)
- Assume responsibility for preparation of PAE reports and presentations (e.g., material for Board meetings, presentation decks) in accordance with the CFI brand but also in a manner to enhance visual appeal, message clarity and readability
- Monitor the submission of project progress reports, ensuring CFI reporting requirements are communicated to institutions in both official languages, and address requests from institutions
- Assist the Director of PAE in developing and overseeing the team budget and work plan
- Assist with quality assurance procedures such as verification of data validity and reliability, and review documents intended for internal and external audiences (e.g., Board, government, research community, etc.) to ensure accuracy and clarity of PAE deliverables
- Support committees by providing information products, scheduling meetings, preparing agendas and writing minutes

- Work with the information systems team to implement best practices and appropriate use for electronic information, and execute testing for new or modified reporting tools (e.g., CFI Awards Management System, Dynamics)
- Perform other duties, as required.

### **Education and work experience**

- University degree; relevant experience may also be considered
- Minimum of two years of experience in the collection, analysis, validation and interpretation of quantitative and/or qualitative data
- Advanced experience with Microsoft Excel (e.g., formulas, pivot tables and charts)
- Experience working in the Canadian postsecondary sector or within the broader research and innovation ecosystem would be an asset (e.g., conducting research, administering research activities or research funding programs)
- Experience with business intelligence reporting tools (e.g., IBM Cognos Analytics, Power BI) and software for statistical analysis (e.g., SPSS) and qualitative research (e.g., QDA Miner, NVivo) would be an asset
- Experience in developing and administering online surveys and in conducting interviews or focus group discussions would be an asset.

### **Abilities and skills**

- Ability to interpret data and present results in a concise and logical manner
- Excellent communication and interpersonal skills
- Ability to work independently while being a strong team player
- Flexibility and open-mindedness
- Strong work ethic and sound judgment
- Ability to meet tight deadlines while maintaining attention to detail
- Ability to communicate clearly in French and English, both orally and in writing, is an asset.

### **Total Compensation:**

The CFI offers a competitive compensation package that includes employee benefits and participation in the Sun Life Financial pension plan, four weeks of paid vacation leave as well as personal days and access to the Wellness Fund that covers health and wellbeing items for you and your family.

**This is a full-time position in a hybrid work environment, requiring a minimum of two days per week at the CFI offices.**

Data Analyst, PAE

**Please send your CV and a covering letter by end of day on Sunday, November 24, 2024 to:**

Eric Desjardins  
Director of Human Resources  
Canada Foundation for Innovation  
55 Metcalfe Street, Suite 1100  
Ottawa ON K1P 6L5  
[hr@innovation.ca](mailto:hr@innovation.ca)

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require an accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit [Innovation.ca](https://www.innovation.ca) and our "[Careers](#)" page for more information about the CFI.