

Research and Statistical Officer (*Halifax*)

Select Committee on Participation in the Democratic Process

Competition #757700-08-002

Reporting to the Select Committee and under the supervision of the Chief Electoral Officer and the Legislative Librarian, the Research and Statistical Officer will be responsible for researching and analysing complex issues regarding Nova Scotians voting in provincial elections. The Research and Statistical Officer must attend all committee meetings, undertake a comprehensive review of the state of literature on the subject, write reports at the direction of the Committee and make frequent progress reports to the Committee.

Bachelor's Degree plus five years experience or Masters Degree Plus three years experience. Must possess comprehensive expert knowledge on voter engagement and participation in the democratic process as it applies to Nova Scotia. Excellent written and oral communication skills are required as is the ability to present oral/written briefings to the Committee. Sound judgement and the ability to undertake confidential written and oral research projects in response to requests from the Committee with the ability to work independently is necessary. Requires experience in research/policy analysis, analytical report development and must be able to complete a comprehensive research project. Proficiency with relevant software is required. Tact, discretion, diplomacy, neutrality and confidentiality will be essential. Expertise and knowledge about the democratic process would be an asset.

Pay level: \$27.01 - \$35.11 per hour

Closing date: *March 1, 2008*

NOTE: *This is a casual position on an as-required basis.*

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible People, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups you are encouraged to self-identify, on either your application form, your covering letter or your resume.

To apply, applicants must submit a resume and cover letter or completed application form, quoting the competition number. Applications can be submitted in one of four ways:

- 1) *In person* - Office of the Speaker Administration, Granville Level, Joe Howe Building, 1681 Granville Street, Halifax
- 2) *Mail* - Office of the Speaker Administration, PO Box 1617, Halifax, NS B3J 2Y3
- 3) *Fax* - (902) 424-2404
- 4) *E-mail* - SpkrOff-Job-Apps@gov.ns.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

