



Alberta Union of Provincial Employees Job Description

Classification: Research Officer

Date: 19 June 2007

Updated: 30 May 2018

Summary of Duties:

The Research Officer is responsible for fulfilling the research needs of the organization overall, including, but not limited to work in a lead support role to managers, negotiators and Dispute and Arbitrations. These duties include retrieval, analysis and reporting of accurate economic and public information as well as preparing analysis for decision making; summarizing economic, political, social and legal materials and handling some aspects of legal preparations.

Qualifications:

Education

- Bachelor's Degree in Business, Economics, Political Science or a related field. A Law Degree or a MBA, Master Degree or Ph.D. in a relevant field would be considered an asset.

Knowledge, Skills and Abilities

- Experience in research including economics and legal research is required.
- Knowledge of word processing, database management, spreadsheets, Microsoft power point and some typing skills is required.
- Demonstrated communication skills, including the ability to provide formal presentations to large audiences.
- Ability to function with various groups on various projects and often short deadlines.
- Knowledge and understanding of the collective bargaining process and the analysis of collective agreement language, as well as general principles of contract Law and Labour Law.
- Understanding of general accounting and economic principles is required.

Experience:

- **Previous:** At least two (2) years of previous experience is needed, preferably in a Union setting.
- **On the Job:** Nine (9) months on the job to become familiar with the filing system, database, computer systems, related programs/software, and AUPE policies and procedures.

Key Activities:

A. Research (Legal, Economic, Policy) / Survey Design

- a. Research Design includes setting forth a sequential plan and approach to address policy issues. This plan includes determining how the policy issue can be addressed empirically, outlining the steps necessary to provide empirical analysis, summarizing what results will be provided in the proposed empirical research and explaining how the research design answers the policy issues.
- b. Library research refers to literature searches, literature reviews, summarizing articles and literature, and knowledge of government/ employer documents.
- c. Survey Designs includes determining who will be surveyed, determining how a survey will be conducted, determine the sample number, writing survey questions, formatting the survey's skip logic, and preparing the survey for data collection and data analysis.
- d. Researching law and arbitral jurisprudence and preparing "legal" briefs for the Grievance Review Board.
- e. Researching and summarizing laws, cases and files, then presenting a synopsis for use in preparing for arbitration or responding to a legal issue.
- f. Analyzing laws, arbitrations, documents and files and suggesting alternative actions for consideration of union management and/or union leadership.
- g. Drafting several types of briefs for various audiences.
- h. Performing legal research using internal and external libraries and resource databases. Compiling and recording findings for use by AUPE's management in preparing legal opinions and other responses to inquiries on legal issues.
- i. Required to assist with rights arbitration preparations by:
 - indexing and analysing documents
 - monitoring cases and maintaining databases

B. Data Collection / Analysis and Reporting

- a. Conduct personal interviews, phone interviews, file reviews, retrieval of data from computerized sources, retrieval of data from government publications and agencies.
- b. Data compilation includes tabulating data, data entry, preparing data tables, setting up spreadsheets.
- c. Data analysis includes the use of statistical techniques and analysis of these results. Statistical techniques include cross-tabulation, multi-variant techniques and regression analysis.
- d. Presentation of data refers to designing tables and figures to present data in a format easily understood by clients.
- e. Report writing and proposal writing refer to writing sections, chapters, or reports.

C. Labour Relations Generalist Activities

- a. Assist negotiators with ad-hoc research activities in support of collective bargaining.
- b. Prepare regular briefs to negotiators on economic climate and bargaining statistics.
- c. Analysis and comparison of collective agreements.
- d. Assistance with interest arbitrations.

D. Miscellaneous / Administrative Duties

- a. Plan and organize research project activities in accordance with pre-determined criteria.
- b. Perform related duties such as: creating documents, tables and presentations, assessment packages, data entry, record keeping.

E. Other Skills / Abilities

- a. Detail oriented, self-motivated and analytical.
- b. Communicate effectively, both orally and in written form, with all levels of the organization; staff, union members, witnesses, and local, provincial and regional agencies.

The Research Officer will collaborate with any other Research Officer in the Department. The Research Officers will work together when assigned to shared/common projects and will cover for each other.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Any revisions of the document must be approved by the *Executive Director*.

Validating Signature:

AUPE: _____

Dated this day _____ of _____, 2018