Director, Institutional Research, Analysis, and Performance
Office of the Provost
Regular, Full-time

Posting #23-061EM SWA

Purpose

The Director Institutional Research, Analysis, and Performance works collaboratively with other departments to collect data and conduct and disseminate analytics that support institutional planning and priorities. This position will support UNBC in relation to strategic planning, annual budget planning, quality assurance, international and domestic rankings, and overall institutional performance. This position supports and coordinates the implementation of institutional data collection, and rankings strategies to promote UNBC’s national and global positioning, as well as institutional performance. The position will oversee preparation of the University’s analytical, regulatory, and external reports, rankings submissions, provide analysis of rankings performance and performance relative to other benchmarks and support the development of annual plans. The Director will oversee their support staff in planning and implementing future and ongoing projects. The Director will work collaboratively with the Offices of the Registrar, Recruitment, Student Success, Research & Innovation, Financial Services, Human Resources, Business Services and other portfolios to coordinate institutional data collection, analysis, reporting, and dissemination.

Responsibilities

- Lead a team of professionals that support university units in the pursuit of evaluating project success, reporting on their initiatives, strategies, and requirements;
- Coordination of goals, resources, and strategies across units to ensure project delivery;
- Identify and manage opportunities for collaboration across units and leveraging of opportunities such as:
  - Data sharing
  - Resource sharing
  - Big data analysis and analytics;
- Create, manage and communicate annual reporting on the University Strategic Plan;
- Create user friendly tools such as apps to create an engaged employee and student experience;
- Provide data to an institutional accountability planning group to inform the discussion and evaluation of all priorities in the context of meeting goals expressed in the University’s Strategic Plan and in the implementation of the priorities and goals of the Strategic Plan;
- Support the institutional quality assurance program review processes for academic programs and related administrative support areas;
- Responsible for annual reports for governance bodies as well as institutional communication, on budgets, space, enrolment, EDI, and other institutional metrics;
- Work closely with the Governance Office, Communications and Marketing, as well as the Privacy Office to ensure policy delivery, consistent messaging, and proper branding is achieved;
- Work with data retention and analysis pulled from our systems with the goal of using this data to inform and encourage data-based decisions;
- Ensure metrics & associated indicators (quantitative or qualitative) are collected to address and assist institutional goals and strategies as well as government requirements;
• Ensure data are collected and reported in alignment with competitive rankings systems including THE, STARS, QS, McLean’s, and other globally relevant programs;
• Ensure data are collected and reported to ensure compliance with the tri-councils requirements for the Canada Research Chairs Program;
• Work with different units including the EDI office to ensure data is collected and reported on to support the EDI and Indigenization goals of the university;
• Conducts institutional surveys and related analysis in consultation with academic units;
• Conducts or leads complex analyses such as multiple analyses of variance, multi-level modeling, multiple regression and related analyses and their communication;
• Works with university units to proactively analyse and monitors institutional performance on strategic outcomes;
• Produces customized reports at the institutional and unit levels to support planning, decision making, and reporting;
• Work with Senior Administrators to identify strategic information service’s needs, and work with the University’s Office of the Provost team to design and conduct studies and to analyze data in response to those identified needs;
• Make recommendations on a wide range of institutional planning issues, ranging from space and academic planning to policy creation or amendments, to operational management, based on the analysis of detailed and standardized summary information collected from a variety of sources;
• Audit information in the course of analyzing data reports;
• Support Senior Administration through participation in a variety of research projects and assess both current and alternative courses of action for a wide range of operational and management initiatives;
• Prepare forecasts and projections based on data collected; and
• Lead both periodic and ad hoc reviews, studies, and requests for data, as needed.

Qualifications

The successful candidate will possess the following:

• Minimum of a masters degree in statistics or business administration (or another relevant area), Ph.D. preferred, or equivalent combination of education and experience required;
• Minimum of five years of demonstrated competency in institutional research, statistics, survey/research methods, data science, predictive modeling, applied marketing research, social science research, and/or similar fields;
• Demonstrated knowledge of post-secondary sector internationally;
• Demonstrated knowledge of important metrics and outcomes and associated data in the post-secondary sector;
• Familiarity with major international rankings programs;
• Familiarity with multiple data indicators, sources, and platforms;
• Demonstrated analytical, and creative problem solving skills;
• Demonstrated leadership and project management skills;
• Demonstrated ability to analyze and synthesize complex and large data sets from various sources, extract inferences, communicate these to appropriate users, both orally and through visualization tools;
• Experience mentoring and training others to increase their own knowledge and abilities in data science, and a willingness to share skills and techniques with peers and colleagues; and
• Experience working with university or college enrolment, financial, faculty or research data an asset.
Salary

Salary is commensurate with education and experience.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see http://www.unbc.ca/human-resources/employee-benefits.

Normal hours of work are 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC’s motto ‘En Cha Huná translates to “they also live” and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada’s best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC’s excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC’s largest campus in Prince George is located on the traditional unceded territory of the Lheidli T’enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean’s university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to http://www.unbc.ca/experience and https://moveupprincegeorge.ca. Make your mark with this leading post-secondary institution.
To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

Please forward your resume and proof of education quoting competition #23-061EM SWA to:

Human Resources, University of Northern British Columbia, 3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRrecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

This position will be open until filled.