

Canada  
Labour Code-  
Data Analysis  
Infrastructure



Employment  
Standards  
Database

## Research Database Project Manager

### Overview:

A full-time Research Database Project Manager is sought for an ongoing project involving the construction and maintenance of four unique research databases related to gender, precarious employment, and employment standards, under the direction of Professor Leah F. Vosko, Canada Research Chair (CRC) in the Political Economy of Gender & Work, Political Science, Faculty of Liberal Arts and Professional Studies, York University. This is a technically-intensive position requiring advanced statistical and database expertise and strong project management skills, as well as proven administrative and web publishing skills.

Working with a team of academics and administrative staff, the incumbent will primarily be responsible for the construction and maintenance of the Canada Labour Code-Data Analysis Infrastructure (CLC-DAI). Funded by the Canada Foundation for Innovation (CFI), CLC-DAI will enable researchers to analyze federal government administrative data to identify common patterns of labour standards (non)compliance, establish models to predict the most likely offenders and violation types, and suggest avenues for improving the efficacy of the Labour Program's enforcement activities. In addition, the incumbent will be responsible for finalizing the statistical data, developing demonstration modules and establishing the web presence for the in-progress Employment Standards Database (ESD). Finally, the project manager will be responsible for maintaining and administering two additional interactive online databases related to research on precarious employment: the Gender & Work Database (GWD) and the Comparative Perspectives on Precarious Employment Database (CPD).

**Position Title:** Research Database Project Manager, Canada Labour Code-Data Analysis Infrastructure

**Reports To:** Professor Leah F. Vosko, Canada Research Chair (CRC) in the Political Economy of Gender & Work, Political Science, Faculty of Liberal Arts and Professional Studies, York University.

**Start date:** February 3, 2020

**Salary range:** \$60,000-\$64,000

**Term:** 1 Year Contract, with possibility of renewal

### Job Purpose:

The primary purpose of this position is to construct and maintain the CLC-DAI database. The incumbent will also be responsible for finalizing the ESD database, and maintaining two other major databases – the GWD and the CPD. They will also be responsible in part for record keeping, financial management, reporting and communication associated with the databases.

The Database Project Manager may supervise graduate and undergraduate research assistants and work closely with the co-investigators involved in the creation of the databases, as well as postdoctoral visitors, research associates and administrative staff in the research unit.

## **Major Responsibilities:**

- Database construction and management
- Data cleaning and statistical analysis
- Development of demonstration modules
- Creating and maintaining websites/web pages related to the databases
- Maintaining databases and administering new and ongoing user access
- Supervision of graduate students and other database staff
- Assisting with budget management and financial reporting, as well as other administrative tasks as needed

## **Skills/Specialized Knowledge:**

### **A. Educational Requirements**

An advanced degree (MA, and preferably PhD) in social science with significant quantitative/statistical training. Preference will be given to candidates with a demonstrated knowledge of employment and labour regulation, labour studies, or work and society.

### **B. Experience Requirements**

A minimum of 3-years of experience conducting social statistical research in a university environment, and familiarity with database and website infrastructure, preferably with supervisory experience.

### **C. Skills (Specialized knowledge):**

- Advanced skills in analyzing data using STATA, SPSS and/or R, including excellent data management and programming skills.
- Familiarity with statistical table building, preferably using the Beyond 20/20 system.
- Ability to maintain websites (HTML, Wordpress).
- Strong computer skills including spreadsheets.
- Excellent oral and written communication skills.
- Demonstrated organizational and problem-solving skills.
- High level of precision and attention to detail
- Proven ability to exercise good judgement, take initiative and work independently.
- Strong interpersonal skills and ability to deal courteously and effectively with people.

To apply, please submit a cover letter, CV, and the names and contact information for three references to the Charity Village job posting [here](#).

The position will close on December 5, 2019.

The position is subject to budgetary approval.