



# Research & Program Support Officer (one or two openings)

## Profile(s):

An individual with strong organizational skills and the demonstrated ability to work as part of a team, who should have, at a minimum, one of the following profiles:

Communications profile:

- (1) A background in insurance, communications, policy or in law (may include paralegal) ideally in the maritime sector
- (2) Good writing skills

Research and data analysis profile:

- (1) A background in research, data analysis, or data management
- (2) Good writing skills
- (3) Above average knowledge of Excel functionalities
- (4) Ease in searching in databases, and using various functions of databases
- (5) Strong analytical / analysis skills

In any case, the individual shall also:

- (3) Be functionally bilingual – orally and in writing (“CBB” linguistic profile in their second language) [\[1\]](#)
- (4) Possess or be eligible for a Reliability Status security clearance

## Job description:

Reporting to the Director, Corporate Services, and under the functional direction of the Communication and Stakeholder Engagement Officer, and/or the Information Management Officer:

Primary job description (communications profile):

- Develops strategies to increase public awareness and receive public input (stakeholder outreach)
- Assists, plans and implements in the management of stakeholder relations and stakeholder engagements
- Assists in content development and distribution of a wide variety of communications products (internal and external), including websites, social media and written products
- Conducts independent research and provides support in research, writing and editing of program information

Secondary job description (research and data analysis profile):

- Conducts research in corporate information holdings to support the projects, programs, and administration of the Funds
- Produces reports, data, and statistics as required to support and inform the projects, outreach initiatives, publications, and other activities of the Funds
- Responds to external requests for program information and data (ATIP requests are handled separately)
- Assists in preparing incident data and statistics required for the annual audit and the annual report
- Recommends improvements to systems, data management procedures, and reporting tools
- Assists in processing and responding to ATIP requests
- Supports the preparation of annual reports to Parliament, statistical reports, updates to InfoSource, and other reporting or publication requirements
- Supports other ATIP activities as required
- Conducts qualitative and quantitative data analysis to assist with research and inform decision-making

### **Position(s):**

This is a full-time position (35 hours/week) based in downtown Ottawa.

The Administrator is looking for **an individual who could meet the two profiles**, for an indeterminate contract with a six-month probationary period.

However, after having received the applications, the Administrator **may decide instead to open two positions:**

- **One indeterminate position** (subject to a 6-month probation) for an individual with the communications profile; and
- **One term position** (one year, subject to a 3-month probation) for an individual with the research and data analysis profile.

**Applicants who meet only one profile are therefore strongly invited to apply.**

### **Compensation:**

The salary range is from \$47,000 to \$71,000 annually, depending on qualifications and experience. The Administrator offers a competitive employee benefits package following the first three months of employment.

### **About the Office of the Administrator:**

The Office of the Administrator manages the Ship-source Oil Pollution Fund and the Fund for Railway Accidents Involving Designated Goods.

The Ship-source Oil Pollution Fund (SOPF) compensates victims of pollution from the discharge of oil from ships in Canadian waters. The Fund for Railway Accidents Involving Designated Goods (FRAIDG) compensates victims of rail accidents involving crude oil, in the event that damages exceed railway liability limits.

The two Funds have their own dedicated staff and are managed as separate entities supported by a shared corporate services team. Approximately 20 employees, consultants and students occupy a single office location in downtown Ottawa. Employees come to the Funds with a wide variety of backgrounds and expertise, including finance, law, marine and rail expertise, communications, information management, and administration.

Office employees are not part of the federal public service and its employees and consultants are not covered by the collective bargaining agreements of the federal government. Furthermore, the employees of the Office are not covered by the pension and benefits regime provided to federal public service employees.

Additional information on the Funds can be found on their websites and in their respective annual reports:

- Ship-source Oil Pollution Fund ([www.sopf.gc.ca](http://www.sopf.gc.ca))
- Fund for Railway Accidents Involving Designated Goods ([www.fraidg.gc.ca](http://www.fraidg.gc.ca))

### **How to apply**

Candidates should send their CV and a cover letter to the attention of [info@sopf.gc.ca](mailto:info@sopf.gc.ca). Questions on the position should be directed, in writing, to [info@sopf.gc.ca](mailto:info@sopf.gc.ca).

**Deadline for submissions: November 29, 2021, or until filled.**

[1]<https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/language-requirements-candidates.html>