Ontario Federation of Indigenous Friendship Centres

JOB POSTING

Researcher

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training, and community development to 29 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems. Job Description is below.

Responsibilities:
To advance the OFIFC’s research agenda, aimed at building Friendship Centres’ self-sufficiency and self-determination in research, through strategic planning, designing and conducting research projects in accordance with the USAI (Utility, Self-Voicing, Access, Inter-relationality) Research Framework.

Supervision:
Daily supervision is designated to the Research Director.

Qualifications:
- Completion of post-secondary education relevant to social research; social sciences graduate preferred
- Minimum of 5 years’ experience working with Indigenous communities and/or agencies in a research capacity
- Minimum of 2 years’ experience undertaking research projects
- Demonstrated knowledge of issues related to Indigenous peoples of Turtle Island in the context of Indigenous and mainstream research;
- Ability to extract, collect, analyse and interpret both qualitative and quantitative data;
- Exceptional abilities to build and foster relationships with Elders, Knowledge Keepers, urban Indigenous communities, academic institutions, scholars, governments, research agencies, funders and students;
- Extensive experience in research, including Indigenous and non-Indigenous research paradigms, with strong and demonstrated skills to formulate research plans, design research conduct, and apply appropriate methods;
- Proficiency in NVivo, STATA, SPSS and other research-related software and analytic programs; Proficiency in data recording programs, software and devices
- Criminal Reference Clearance (CPIC) and Vulnerable Sector Clearance are requirements of the employment offer.

Contact Information:
If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres
219 Front Street East, Toronto, ON M5A 1E8
Website: www.ofifc.org
Email: hr@ofifc.org

Date Posted: 25/10/2020
Posting Deadline: Until Filled

Only those selected for an interview will be contacted
## Position Title:

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<thead>
<tr>
<th>Grade: 5</th>
<th>Created: March, 2015</th>
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<tbody>
<tr>
<td>Workgroup: Research</td>
<td>Approved: May, 2017</td>
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<td>Supervision:</td>
<td>Employed by the OFIFC, responsible to the policies and directions as determined by the Board of Directors and under the direct supervision of the Executive Director, or designate. Daily supervision is designated to the Research Director.</td>
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## VISION

**Primary Objective:**
To advance the OFIFC’s research agenda, aimed at building Friendship Centres’ self-sufficiency and self – determination in research, through strategic planning, designing and conducting research projects in accordance with the USAI (Utility, Self-Voicing, Access, Inter-relatedity) Research Framework.

## KNOWLEDGE

**Core Competencies:**

- **Culture** - Takes personal responsibility to increase sensitivity, awareness and implementation of OFIFC’s Neha (bundle) including foundational teachings and organisational practices in both professional conduct and work-related deliverables.

- **Accountability** - Takes personal ownership and responsibility for the quality and timeliness of work commitments.

- **Critical Thinking** - Applies systematic, logical reasoning when addressing problems or situations in order to arrive at an appropriate solution or outcome.

- **Building Relationships and Strategic Partnerships** - Builds, develops and sustains business relationships / strategic partnerships that are mutually beneficial, reciprocal and grounded in trust and respect. It is recognising we are all interdependent and working towards the common good of the organisation.

- **Results Orientation** - Accomplishes established goals, delivers the outcomes required and achieves the results. It includes the efficient and effective use of all resources (time, financial, people and technology).

- **Teamwork and Collaboration** - Works collaboratively with others and addresses conflict in a win-win productive manner. This includes a mindset of sharing with others whether it is knowledge, recognition, information and skills. Working towards a common purpose for the good of OFIFC and the communities of people it serves.

- **Communication** - Effectively delivers information in a transparent, honest and clear manner. It includes actively listening, comprehending and responding appropriately when interacting with people. It is about being respectful when expressing opinions and points of view.
Technical Competencies:
- Demonstrated knowledge of issues related to Indigenous peoples of Turtle Island in the context of Indigenous and mainstream research;
- Ability to extract, collect, analyse and interpret both qualitative and quantitative data;
- Exceptional abilities to build and foster relationships with Elders, Knowledge Keepers, urban Indigenous communities, academic institutions, scholars, governments, research agencies, funders and students;
- Extensive experience in research, including Indigenous and non-Indigenous research paradigms, with strong and demonstrated skills to formulate research plans, design research conduct, and apply appropriate methods;
- Proficiency in NVivo, STATA, SPSS and other research-related software and analytic programs;
- Proficiency in data recording programs, software and devices;

Behavioural Competencies:
- Strong applied Analytical Thinking
- Creative/Innovative
- Time Management
- Planning and Organising
- Collaborative Team Player

Education/Work Experience:
- Completion of post-secondary education relevant to social research; social sciences graduate preferred
- Minimum of 5 years’ experience working with Indigenous communities and/or agencies in a research capacity
- Minimum of 2 years’ experience undertaking research projects

REASON
Work Environment:
Works in a safe and suitable office environment performing multiple tasks with simultaneous deadlines. Works within a team setting.

Working Hours:
Works a regular 40 hour work week. The job may require regular long distance and/or frequent local travel. Travel may be urgent and/or on short notice.

ACTION
Scope:
To plan, design and conduct research that is aligned with OFIFC’s long-range strategic plan, ensuring adherence to USAI principles and meeting the needs of Friendship Centre communities.

Key Contacts/Relationships:
Internal
Communicates and collaborates with other workgroups for the purpose of exchanging and sharing information, integrating and collaborating. Works closely with the Research Director and Research workgroup.
External
Communicates with academic institutions and students to ensure the adherence to USAI principles, research procedures and the ethics review process. Builds relationships and communicates with governments, funders, and other stakeholders for collaboration and dissemination of research findings. Creates and fosters relationships with collaborators and consultants to ensure deliverables are on track and fall within the scope of research projects. Communicates and works closely with Friendship Centres, local communities and researchers, building local research capacity. Provides support, advice and training to other workgroups in research and evaluation capacity.

Key Responsibilities:
Research Planning, Conduct and Analysis (65%):
- Promotes recognition of Indigenous research, ensuring all research projects are grounded in the USAI Research Framework and pass the OFIFC’s ethics review.
- Supports strategic research advocacy efforts, maintaining and developing relationships with research government agencies, academic institutions, funders, NGOs, and Indigenous research institutions to advance the OFIFC’s research agenda.
- Designs and uses USAI-appropriate methods and culturally–grounded research tools to plan for, organise and conduct research projects.
- Collects, extracts, organises, codes and analyses data to report on findings.
- Develops and produces innovative multi-media to report on findings promote OFIFC’s research.
- Prepares research–related publications for public distribution.
- Gathers, classifies and assesses studies, reports and recommendations that are consistent with OFIFC’s research priorities;
- Develops research grant proposals, including proposed research conduct, methods of engagement, data collection methods and budgets.
- Prepares and participates in the delivery of research–related training and workshops for both internal and external audiences.
- Participates on committees, networks, tables and working group academic institutions, governments, collaborators and funders.

Field Support (30%):
- Provides full and comprehensive research support, including research training as needed to Friendship Centres, local communities, local youth and researchers, collaborating with them on the ground;
- Collects and analyses information on Friendship Centres’ research needs and priorities;
- Provides research and evaluation support to all other workgroups
- Maintains correspondence and communication related to research;
Other (5%):
- Develops, maintains and protects a comprehensive and accurate database of both paper and electronic records, meeting the objectives of the OFIFC research vision and according to the OFIFC’s Research Procedures.
- Keeps abreast of useful information, resources, tools, academic and technological development in related fields to ensure research capacity is up-to-date;
- Maintains and upgrades professional skills;
- Promotes a healthy, safe work environment; and
- Performs other duties, related to the position, as assigned by the Executive Director or designate.

By signing this document, I acknowledge that I have read, understand and agree to the above description related to my position at the Ontario Federation of Indigenous Friendship Centres (OFIFC).

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