



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Research Analyst
DEPARTMENT: Le Estcwiwéy Department
SUPERVISOR: Le Estcwiwéy Manager(s)
TERMS: Full-Time, Temporary Minimum 1 Year
REFERENCE #: 2024-089

Purpose of Position:

Reporting to the Le Estcwiwéy Manager(s), this position performs a variety of highly skilled professional work in conducting, designing, testing, and implementing research projects for Le Estcwiwéy. This sub-project will implement a secure data-management system for the overall project. This position will provide recommendations on secure platforms, providing technical support, conducting community-based research, using qualitative and quantitative analytical methods.

The Le Estcwiwéy Division is committed to coordinating and performing functions related to the Le Estcwiwéy for Tk'emlúps te Secwépemc, (TteS). This department is client centered, focuses on a variety of administrative, operational, and specialized functions for TteS.

Duties and Responsibilities:

- The data management project will analyse, develop methodology for empirical and statistical studies, coordination and control of systems, methods, processes, and programs relating to the archives, they will also analyse and provide interpretation of studies in written technical reports and oral presentations; this position will work directly with supporting staff.
- Selects, adapts, and applies appropriate research and statistical techniques to specific areas of research.
- Collects data and develops procedures to organize code and enter data.
- Constructs databases using applicable statistical software to retrieve and analyse data for accuracy and validity.
- Plans, designs, and tests research instrumentation and evaluates data to assess reliability and validity of findings.
- Writes technical reports to provide information, interpretation, and recommendations on research projects.
- Communicates complex research methodology and results in written and oral format in formal and informal presentations.
- Recommends data sources and database design as well as makes recommendations on all phases of research projects.
- Collaborate with archival researchers to implement current data in software.
- Advance and execute the strategic direction set by the Le Estcwiwéy Manager(s) based on understanding of best practices in indigenous research opportunities and requirements from funding agencies.
- Create project plans, deliverables, and milestones for monitoring strategic Indigenous research-related projects.

- Develop key communications, reports, presentations, and other project documents as required.
- Maintain a strong understanding of the literature and the legislative requirements of Indigenous Research frameworks (e.g., Indigenous Data Sovereignty principles) and conduct related research (e.g., literature reviews, needs assessments, data collection, and analysis.)
- Will be trained in the software DataWalk.
- Mandatory training on OCAP

Professional Certification, Education and Experience:

- Bachelor's degree in a related field such as computer or data science, Library science, archives, statistics, data analytics, information management or an acceptable combination of education and experience.
- Experience in working with First Nations
- Knowledge and strong understanding of Indian Residential Schools
- Two or more years of experience data collection and analysis
- Knowledge of project management
- Excellent written and verbal communication skills

Supervision or Training Duties:

Leads and oversees work for other classified staff, such as Data Analyst, trains and supervises student and short-term, non-continuing employees.

Willingness to participate in cultural training.

Special Requirements:

- Knowledge of Secwépemc culture, history, protocols, and lifestyle is an asset. Ability to work in a team environment.
- Demonstrated experience successfully working in an indigenous organization and cultural contexts and a thorough understanding of Tk'emlups/Secwepemc culture/history and protocol.
- Follow Secwépemc cultural procedures and protocols for on-site and visiting Elders, Traditional Knowledge Keepers, and Guests to ensure their comfort and safety. Knowledge of Secwépemc protocols, practices, and worldviews.
- Maintains a functional knowledge of all TteS administration, finance law, Shuswap Nation Declaration, Truth and Reconciliation Calls to Action 71-76 in accordance with TteS protocols Missing Children and Unmarked Burials and the United Nations Declaration on the Rights of Indigenous People.
- Will require some travel for training and presentations
- A minimum of 2 years of experience in a role related to the implementation of reconciliation, Indigenization, or decolonization initiatives and/or equity, diversity, inclusion initiatives
- Experience working with members of a senior leadership team on organization-wide committees and engaging collaboratively with multiple stakeholders
- Experience in an academic research environment is an asset
- Experience in collating and analyzing qualitative and quantitative data and information to draft reports, provide briefing
- Demonstrated knowledge of Indigenous Research practices and principles, culturally sensitive partnership engagement methods, and ethics

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$30.53-\$33.72 depending on education & experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is November 7th, 2024 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.