



Position Title: Research Officer – Database

Position Status: Full-Time Regular

Department: Parks and Environment

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T24 \$2,959.45 - \$3,494.50 bi-weekly

Our Parks and Environment Department is seeking a Research Officer – Database who will lead data management for Regional Parks, with responsibility for the systems and processes needed to inform Regional Parks planning and operational decision-making. With responsibility for data quality and validation processes, as well as developing standards and templates, this position plays a pivotal role in ensuring Regional Parks is efficiently producing and using high quality and accurate data. The Research Officer-Database liaises frequently others, including the Corporate GIS and Asset Management teams to ensure adherence to corporate structures and processes, as well as with other parks staff, acting as a point of contact for GIS/GPS/GNSS related issues, training, and new technologies. This position develops and maintains various centralized databases including properties, land acquisition, built assets, ecological mapping, visitor counting, climate vulnerability and wildfire risk.

You are:

- **Highly skilled in GIS – data management and data processing with experience managing data for a department or large team. Preferably experienced working with different types of data including built assets and ecological.**
- **Experienced in research, analysis and report development**
- **An excellent communicator and relationship builder, able to work with many different disciplines, staff, and decision makers and can translate technical information into easily understandable oral, written, and graphic forms.**
- **Highly organized with demonstrated abilities to document process and decision making.**
- **Self-motivated and a problem solver.**

This role:

- **Acts as departmental liaison with clients such as municipal planners and members of the business community requesting detailed technical planning information; interviews clients to identify and assess their data needs and recommends extent, type and format of data most suitable; provides information on cost of services and provides additional advice and assistance to clients by locating information sources for data not available.**

- Provides information from in-house databases and external sources in response to a variety of internal and external requests; accesses databases to produce required information in a suitable format, including the design of custom formats which may require extensive data manipulation; provides additional factual or analytical information about the data as required.
- Conducts detailed research studies for superior and senior staff on a variety of departmental matters using internal and external sources; discusses methodology of data collection, parameters of study, required formats of materials, and findings with originator; compiles, analyzes and summarizes data, and prepares forecasts and projections.
- Develops and maintains databases; liaises with technical specialists to ensure currency and compatibility of new and existing data sources; converts data from external sources into a standardized format; defines parameters and procedures for data collection; reviews results for compliance with requirements.
- Maintains currency with related provincial, federal and private publications; reviews and evaluates in-house data in terms of recent publications; monitors the demands for data not available through MVRD services and recommends the addition of new data fields.
- Researches new data sources for demographic, land use, recreation supply and demand, commercial floor space, transportation and related statistics; analyzes and evaluates the reliability and validity of statistics, recommends their inclusion in the existing databases, and, on approval, prepares materials for input and expands and updates the same.
- Performs a variety of drafting tasks using GIS and related software to generate and maintain departmental maps; uses GIS and related software to produce routine and non-routine spatial data queries; prepares a variety of graphic materials such as charts, tables and maps for inclusion in reports and presentations; coordinates the printing of various materials, designs layouts, proofreads text, and ensures materials meet established standards.
- Plans, assigns, supervises and checks the work of one or more subordinates engaged in data input, data collection or map coding duties, participates in the hiring of subordinates and provides training on applicable procedures.
- Participates in developing terms of reference for consultant studies and in selecting consultants; reviews proposed data sources, formats and systems for compatibility with requirements and existing sources; reviews methodology and validity of consultants' statistical findings.
- Participates in the budgeting process by estimating, tracking and monitoring expenditures related to equipment for data collection and external data sources such as consulting services.
- Prepares and maintains a variety of records, reports and manuals related to the work.
- Performs related work as required.

To be successful, you have:

- University graduation with a degree in geography, planning, statistics or a related discipline, including or supplemented by training in database management and GIS, plus some related experience, or an equivalent combination of training and experience.
- Considerable knowledge of the sources of statistical information and of the data required for community, regional or park planning purposes.
- Considerable knowledge of standard statistical and analytical principles and techniques as they relate to the work performed.

- Considerable knowledge of computer processes and software related to the work, such as GIS and related software, and of the operation of computer and peripheral equipment related to the work.
- Considerable knowledge of the applicable departmental rules, regulations, policies, procedures and objectives.
- Sound knowledge of community, park or regional planning principles, practices and techniques.
- Sound knowledge of basic drafting methods, principles and procedures.
- Ability to perform public relations duties, interview clients and identify and assess their statistical and technical planning data needs and to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to perform detailed research and analytical tasks, apply statistical techniques, and prepare forecasts, projections and related reports, including graphs and charts, on a variety of projects.
- Ability to maintain, update, expand and verify computer databases and research and compile statistical data.
- Ability to produce and analyze demographic, land use, recreation supply and demand, commercial floor space, transportation and related data and to prepare related written reports.
- Ability to produce and maintain manual or computer generated maps and coordinate, layout, draft and ensure materials meet established standards.
- Ability to work with minimal supervision.
- Ability to prepare and maintain a variety of records, reports and manuals related to the work.
- Ability to plan, assign, supervise and check the work of one or more employees engaged in data input, data collection or map coding duties.
- Skill in the operation of computer and peripheral equipment.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

We are committed to diversity, equity and inclusion and being representative of the region we serve. We invite all qualified candidates to apply including Indigenous People, visible minorities, immigrants, 2SLGBTQI+, all genders and persons with disabilities. Accommodations will be provided upon request during the selection process.

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by October 31, 2023.