

# M&P OCCUPATIONAL GUIDELINE

## **JOB FAMILY: INSTITUTIONAL ANALYSIS Level A, Pay Grade 6**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for researching and preparing statistical studies and reports.
<b>TYPICAL RESPONSIBILITIES</b>	May include: researching and preparing statistical studies and reports; extracting data from a wide range of internal and external sources; analysing statistical data and empirical research; providing benchmarking and other comparative data to facilitate decision-making; and responding to requests for statistical information from internal and external parties.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding data sources, research methodology and the analysis of information.
<b>SUPERVISION RECEIVED</b>	Works under general direction. Work is reviewed in terms of adherence to established practices and achievement of defined objectives.
<b>SUPERVISION EXERCISED</b>	Directs the work of support staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of two years of related experience, or the equivalent combination of education and experience.