

Title: Senior Historical Researcher

Location: Ottawa or Vancouver

Language Proficiency: English

Job Status: Casual

Founded in 1998, CDCI Research is Canada's largest historical research management and litigation support company. CDCI Research has offices in both Ottawa and Vancouver and provides litigation support, historical and applied research and records management to public and private sector clients across Canada. To learn more about CDCI, please visit our website at www.cdci.ca.

Job Overview

Under the direction of the Project Manager and/or Research Manager, the Senior Historical Researcher is responsible for conducting various research services, including file identification, file review, analysis of primary and secondary documents and report writing.

This role also assists the Research Manager in overseeing research support work of team members by providing them with direction and instruction for the completion of research tasks associated with project files. This role will also be responsible for reviewing samples of file reviews and data entry conducted in order to ensure quality and provide feedback to researchers.

The Senior Historical Researcher position focuses on the training and supervision of junior research positions; developing literature synthesis review and synthesizing environmental scans; developing qualitative and/or quantitative data analysis outlines and draft analytic documents. It may also include data collection, tracking, and cleaning; qualitative data coding and/or quantitative data entry. The position is responsible for creating descriptive and analytic PowerPoint presentations and publishable summaries based on data analysis and literature review. It may also include the development of lead or supporting author presentations and reports. The ability to follow directions and to keep records is essential.

The job will require flexible working hours and may require evenings, weekends and overnight travel to attend planning retreats, meetings and to conduct research on a project by project basis.

Duties/Responsibilities

- Conduct primary and secondary records research
- Identify and review relevant files and documents using electronic databases and finding aids
- Review and analyze the statements of claim, statements of defence and other court documents to identify all factual and policy issues relevant to litigation
- Prepare briefing materials on issues related to litigation

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Head Office: Suite 408 – 535 Thurlow Street, Vancouver, British Columbia, V6E 3L2 T. 604 633 1849 F. 604 633 0975
Eastern Canada Office: Suite 500 – 331 Cooper Street, Ottawa, Ontario, K2P 0G5 T. 613 234 1849 F. 613 234 0123

- Extract information from documents to be entered into a database
- Assemble and/or gather information into a written report
- Perform quality control activities including reviewing and editing of data to ensure accuracy and adherence to the protocols and standards
- Prepare regular status/progress reports
- Other duties as assigned/required

Experience and Qualifications

- Undergraduate degree in social sciences in a relevant discipline (including but not limited to history, native studies, political science, anthropology, or sociology) or law; Graduate degree (Masters/Doctorate) is considered an asset
- Minimum five years of experience in conducting primary records research and writing reports
- Minimum five years of experience in preparing formal research plans that identify key information repositories and sources related to the research project
- Experience in coordinating and/or managing research teams
- Extensive working knowledge and experience in a relevant field (including but not limited to Aboriginal History, Environmental History or Military History)
- Strong analytical and critical thinking skills
- Excellent verbal and written communication skills
- Demonstrated ability to write analytical reports and other research documents
- Ability to work both independently with minimal supervision and as part of a team
- Demonstrated ability to engage in training, follow directions, meet deadlines and follow systematic reporting protocols
- Proficiency in the use of Microsoft Word, Microsoft Excel, and research software
- Experience using academic literature databases and internet for directed searches
- Ability to engage in mutual problem solving as a member of a team
- Experience as a member of a research team from inception to completion of a project is an asset
- Holds existing PWGSC security clearance is an asset

If you are interested in the position and meet the above qualifications, please submit your resume and cover letter to careers@cdci.ca with subject line "Senior Historical Researcher". In your response, please detail in bullet point fashion how your skills align to each of the noted qualification criteria. Please also provide a writing sample (excerpts from larger reports or presentations are acceptable).

CDCI Research would like to thank all applicants for their interest; however, due to the large volume of applications, only those selected for interviews will be contacted.