



The Railway Association of Canada (RAC) is the national industry association representing more than 50 freight and passenger railway companies and approximately 60 associate member suppliers and partners. RAC's mission is to educate and collaborate with supply chain partners, governments, regulators and other stakeholders and advocate to ensure rail's ongoing role in safely and efficiently moving Canada's goods, resources and people.

The Railway Association of Canada (RAC) is looking to fill the position of **Senior Research Analyst**

Location:	Headquarters - Ottawa
Start date:	Immediate
Compensation:	Commensurate with knowledge and experience plus benefits package
Reporting to:	Director Government Relations

Interested and qualified candidates are invited to submit their resume in confidence by June 30, 2020 to [skazaka@railcan.ca](mailto:skazaka@railcan.ca) with a covering letter describing their interest and suitability for the position.

The Railway Association of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

## **THE RAILWAY ASSOCIATION OF CANADA** **POSITION GUIDE**

### ***SENIOR RESEARCH ANALYST***

#### **PURPOSE/ OBJECTIVE**

The primary objective of this position is to provide research and statistical collection and analysis on issues affecting the railway industry as well as analytical intelligence and information to assist in development of advocacy positions and key RAC publications.

#### **KEY ACCOUNTABILITIES**

1. Lead research and analysis to support the advocacy activities of the RAC.
2. Maintain and manage policy files including charts, spreadsheets, databases, and electronic files.
3. Lead research and analysis to support the development of submissions, presentations, briefs, and other forms of communication for RAC management when making representations to government(s), industry, key opinion leaders and the public at large.
4. Coordinate the planning and scheduling for the RAC Environment Committee meetings including preparation and distribution of agendas and supportive background material.
5. Prepare material, participate and support in a number of committees and working groups (Environment, MOU Technical, Shortline, Clean Fuel Standards, Fuels, Safety Data etc.).
6. Build relationships and contacts with other aggregators of rail data information.
7. Establish a quarterly report aggregating rail data information from multiple sources.
8. Project manage RAC's Geospatial database (RAC GIS Atlas); extrapolate information and reports as required.
9. Participate in various conferences and workshops.
10. Lead and support special projects as directed.

#### **STATUS AND SCOPE**

The incumbent reports to the Director Government Relations.

## **AUTHORITY**

The incumbent makes decisions, provides advice and recommendations on planning and operational issues in accordance with established internal guidelines and procedures.

## **INTERNAL AND EXTERNAL RELATIONS**

Acts as liaison for various internal offices (i.e. Association and Members) and external organizations; determines the nature and scope of their requests in order to provide the appropriate information in a timely manner.

## **POSITION REQUIREMENTS**

- The position requires a undergraduate Degree in Economics, Finance, Mathematics, Computer/Data Science or Statistics, and a minimum of 7 years' experience working in a related field;
- Proven experience in managing research support and analysis using a variety of research tools, databases, and web-based applications;
- Strong attention to detail and accuracy;
- Ability to work on multiple projects and meet tight deadlines;
- Knowledge of office and administrative management practices and techniques (i.e. cataloguing, electronic filing systems, maintaining databases);
- Bilingualism (French/English) would be an asset;
- Working knowledge of government (federal and provincial) structures, organizations and their potential impact on the Association's operations would be an asset;
- Highly organized self-starter with the ability to work independently with general instructions;
- This position could require a minimal amount of travel to Association meetings and events.

## **WORKING CONDITIONS**

Headquarters: Ottawa: office environment