



**Position Title:** Research Technician

**Position Status:** Full-Time Temporary (This position to last not later than December 31, 2024)

**Department:** Legal Services and Indigenous Relations

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T22 \$2,837.65 - \$3,340.08 bi-weekly

**Our Legal Services and Indigenous Relations Department is seeking a Research Technician who will assist our team with research tasks related to First Nations matters, including new legislation, relevant policies, and other matters.**

**You are: Interested in and/or have experience with First Nations matters in British Columbia; a quick study; good at researching and writing; and someone who enjoys a fast-paced environment working with great colleagues.**

**This role:**

- Conducts research and prepares reports on various departmental matters and compiles data for inclusion in departmental reports.
- Keeps abreast of new federal or provincial matters pertaining to Indigenous Relations and reconciliation.
- Interprets and comments on various technical reports and initiatives external to the department and may assist in developing a framework for research projects common to various divisions.
- Prepares written and oral reports concerning a wide variety of issues, resources, operations and related policy, including recommendations for presentation approved by a superior to various political bodies, public agencies and community groups.
- Meets with a wide variety of internal and external contacts to discuss proposals, implications of various initiatives and research projects.
- Answers enquiries related to a variety of departmental research projects, reports and recommendations.
- Performs related work as required.

**To be successful, you have:**

- University graduation in a suitable discipline, including but not exclusive to a degree in public policy and administration, Indigenous studies, political science, community planning, social and economic geography, archaeology, or law plus some related experience or an equivalent combination of education and experience.

- Considerable knowledge of department functions, objectives and policies.
- Sound knowledge of research design and public policy related to the work.
- Sound knowledge of First Nations' interests, concerns, and governance as they relate to the work performed.
- Ability to conduct accurate and independent research, using various sources, and interpret and make recommendations based on information obtained.
- Ability to communicate effectively, both orally and in writing, and prepare reports, briefing and research materials, correspondence, and presentations on a variety of topics related to the work.
- Ability to establish and maintain effective working relationships with various contacts.
- Ability to work quickly and maintain political sensitivity in a fast-paced environment.
- 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.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. Accommodations will be provided upon request during the selection process by contacting [careers@metrovancover.org](mailto:careers@metrovancover.org). Learn more about our commitments to diversity, equity, and inclusion [here](#).

*Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by March 26, 2024.*