# ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 27,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

*If you have a passion for economics, data modeling and research and want to positively impact the lives of Canadian Actors and Performers, this opportunity is for you!*

## ACTRA National is seeking a full-time:
## Economist & Research Analyst

### Position Scope:

Under the direction of the Director, Collective Bargaining, People and Operations, the Economist & Research Analyst will work in collaboration with the Collective Bargaining team as well as other internal and external teams and stakeholders to ensure the efficient operation and highest standard of service.

### Responsibilities:

Duties include but are not limited to:

- Support the Director, Collective Bargaining, People & Operations in implementing collective bargaining and research initiatives.
- Responsible for advancing or modifying new and existing statistical software that aligns with research plans. Advancing data integrity, improving the quality, completeness, and consistency of data.
- Extract meaningful analytics from ACTRA data and prepare regular reports and analysis including acquiring data from primary and secondary sources
- Interpret data, analyze results using statistical techniques and provide ongoing statistical, and ad-hoc reports as needed
- Develop research content centered around best practice methodologies, practical case studies, and industry research
- Provide advice and assistance to ACTRA National and Branch staff in improvements of data entry, data quality, processing, and utilization.
- Compiling industry-relevant statistical research data to support collective bargaining proposals, negotiations, and strategy.
- Preparation of proposals and reports for the Wages and Working Conditions Committees.
- Support ACTRA's bargaining, communication, and any other applicable strategies by providing relevant research, interpretation, and analysis.

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- Conduct research and analysis of key public policy issues related to ACTRA and the film and television industry.
- Responsible to maintain and understand the applicable collective agreement to use as a resource for conducting data analysis.
- Continuously research current events and trends within the labour movement and the film and television industry both in Canada and internationally and provide timely reports to the Director and the National Executive Director on an ongoing basis.
- Identifying, analyzing, and interpreting trends and forecasts and recommending improvements.
- Researching industry trends, conducting surveys, analyzing data from like organizations, and analyzing internal data, including member retention to identify opportunities for process improvements.
- Provides evidence-based policy analysis and research support on a broad range of topics and issues which may include economic, business, and strategic aspects
- Using data analysis and interpretations to guide the decision making for the Research & Collective Bargaining team including new compensation models and identify areas for improvement
- Responsible for preparing data for analysis and communicating statistical outcomes using statistical, economic, and data modeling techniques and visualization tools.
- Organizing and analyzing data, creating charts and graphs, and generating reports presenting findings to your team, leadership team and/or members.
- Support the development of internal and external materials related to research insights, including developing presentations, reports and articles.
- Maintaining and improving the organizations data inclusive of reviewing administrative data to guide ACTRA database enhancements and collaborate with IT to optimize reporting.
- Other related duties and projects assigned generally considered to be within the scope of the position.

## Qualifications:

- Minimum education required is a University Degree in one or more of the following fields:
  - Data analytics/statistics
  - Industrial Relations
  - Economics
- At minimum two (2) years related experience required.
- Skills/experience in statistical analysis and use of large datasets.
- Skills/experience in information management, gathering, storing and classifying digital records.
- Excellent accuracy and attention to detail.
- Knowledge of collective agreements, collective bargaining, and labour relations as it relates to data to support collective bargaining proposals, negotiations and strategy preferred.

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- Knowledge of the film and television industry an asset.
- Strong communication skills, particularly communicating between people with different areas of expertise (i.e., data/technology vs contracts/collective agreements).
- Excellent mathematical and critical-thinking skills.
- Ability and experience with statistical software such as R, SAS, Stata or SPSS.
- Must have fundamental knowledge of research principles and practice, and techniques relating to data collection, management, and analysis.
- Business analysis capabilities, including VBA programming an asset.
- Understanding of the public policy and regulatory framework governing the industry, an asset.
- Demonstrated strong command of investigative research methodologies, an understanding of data-driven best practices and a knowledge of data modelling and relational databases.
- Must be able to work independently and come together with the wider team to share and present their findings and seek input from the staff members and/or and external comparators on other angles and data to explore.
- Experience with Research Business Intelligent tools with a requirement to be familiar with statistical and data collection elements of data analysis, benchmarking, and predictive analytics would be an asset.
- Advanced writing skills, strong analytical skills, and excellent organizational and time management skills. Demonstrated ability to work well with others and under deadline pressures.
- Proven ability to exercise sound judgment and discretion.
- Excellent organizational skills and the ability to multi-task are essential.
- Demonstrated customer service orientation with excellent interpersonal skills
- Advanced level skills in Microsoft office and including Microsoft Word, Excel, Power-Point and data illustration and visualization tools.
- Ability to create and work with various databases and online based tools

**Application Process:**

Interested applicants are invited to submit a resume and cover letter **by August 13, 2021, to humanresources@actra.ca quoting '2021-22 'Economist & Research Analyst' in the email subject line.**

*ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.*

Thank you for your interest in joining us. Only those selected for an interview will be contacted.