

**THE CHILDREN'S AUTHORITY OF TRINIDAD AND TOBAGO**  
**JOB DESCRIPTION – SENIOR RESEARCH AND PLANNING ASSOCIATE**

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**Job Title:** Senior Research & Planning Associate  
**Department:** Research, Planning, Monitoring and Evaluation  
**Section:** Corporate Services  
**Reports to:** Research, Planning, Monitoring and Evaluation Manager  
**Direct Reports:** Research Associate and Planning, Monitoring & Evaluation Associate  
**Indirect Reports:** NA  
**Contract Term:** Six Months

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**JOB SUMMARY**

The **Senior Research and Planning Associate** is responsible for planning and implementing research projects and for analyzing and presenting data to support the activities of the Authority. In addition, the person will be required to supervise junior officers in the collection and recording of data, and to provide support for the strategic planning process in the Authority.

All activities must be geared towards maintaining the highest levels of service to all internal and external stakeholders and clients, must be sensitive to children's issues, must conform to the guidelines and standards set by the Authority and to all legal, regulatory and statutory requirements.

**KEY RESPONSIBILITIES AND DUTIES**

- i. Design and plan a range of research projects, and implement and manage the data collection and statistical reporting system to support operations.
- ii. Manage the research agenda, draft research specifications, review research instruments and finalise terms of reference for required research.
- iii. Conduct in-depth interviews with stakeholders and large-scale data collection and ensure that research is conducted within set time frames and within approved standards.
- iv. Provide information on data sources, evaluate the reliability of source information, implement quality control measures for research and make recommendations as required.
- v. Manage the collection and processing of data on subject matters relevant to the social conditions of children, compile information and make recommendations for programme development and implementation.

- vi. Prepare research presentations to stakeholders, provide information and analysis on policy issues and produce written and oral briefs for policy change and development.
- vii. Respond to external and internal research enquiries, and develop and maintain strategic relationships with key agencies and practitioners.
- viii. Document research methods and practices and identify, develop and pilot new approaches and methodologies for research as it pertains to children's issues.
- ix. Coordinate and manage the work activities of external service providers, ensuring compliance with agreed upon terms and conditions and the maintenance of all standards and procedures.
- x. Implement filing, retrieval, retention and security systems for all information in accordance with company standard and regulatory requirements.
- xi. Provide support for the preparation of an annual budget, schedule expenditure, analyse variances, report on activities and implement corrective action as required.
- xii. Assign work to employees, follow up on results, coach and discipline employees and provide information, educational and experiential growth opportunities.
- xiii. Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies and advising on research and statistical trends.
- xiv. Support the development and maintenance of a team environment by performing other related duties.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Mathematics, Statistics, Economics, Sociology, Social Sciences or related field.
- A Masters Qualification or Post Graduate Diploma in Research, Planning, Statistics or related field will be an asset.
- Three (3) years' experience in a research environment, in a supervisory capacity.

- Knowledge of the theory and practice of statistical research.
- Knowledge of computerized statistical software, such as SPSS.
- Demonstrated experience in handling large scale data sets, qualitative research methodologies and analysis.
- Or an equivalent combination of training and experience.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Communication and interpersonal skills.
- Analytical and problem solving skills.
- Excellent presentation skills.
- Critical thinking skills.
- Networking skills.
- Report writing skills.
- Detail oriented and highly organized.
- Ability to multi-task and to meet tight deadlines.
- Customer service orientation.
- Demonstrable interest in children's issues.