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Researcher & Policy Analyst

Job Description

Updated 2026-05-08.

Homelessness Services Association of BC (HSABC) is an umbrella organization supporting shelters, drop-in centres, homeless outreach teams and other service providers addressing the needs of persons experiencing homelessness with the goal to ending homelessness.

HSABC is actively committed to creating an equitable, diverse and inclusive workplace. We strive for a diverse team and foster the inclusion of voices that have been underrepresented and oppressed. We strongly encourage applications from individuals from communities and groups that have historically been disadvantaged and/or marginalized, including First Nations, Inuit and Métis peoples, racialized persons, persons with disabilities, women and gender diverse persons, 2SLGBTQQIA+ persons, and/or persons with lived or living experience of homelessness, poverty or precarity.

Job Summary

The Researcher & Policy Analyst, under the direction of the Project Manager and working closely with the Project Team, coordinates qualitative and quantitative data gathering, analysis, and interpretation for the Greater Vancouver Regional Research Project across 11 communities. The role supports community-level and regional environmental scans and helps translate findings into practice and policy recommendations to strengthen the homelessness sector's ability to respond to system gaps.

This position contributes to the development of real-time qualitative data gathering that complement existing administrative data, including analysis of barriers to access, service gaps, and service delivery challenges.

This is a temporary position with an anticipated end date of April 31st, 2028.

1. Competencies

The Researcher & Policy Analyst will demonstrate strong research planning and organizational skills to manage timelines, deliverables, and coordination requirements across multiple communities. The candidate will also bring strong written and verbal communication skills to support collaborative work with project partners, community stakeholders, and research steering committees.

Applicants should demonstrate proficiency in several of the competencies below, with an interest in personal development to acquire the remainder:

- 1.1. **Qualitative Research & Systems Analysis** – Design and coordinate qualitative research activities such as interviews, focus groups, surveys, and environmental scans. Apply systems lens to understand how barriers, service gaps, and service delivery challenges interact across the homelessness sector.
- 1.2. **Data Analysis and Integration** – Analyze qualitative data and integrate it with existing administrative data sources to identify trends, gaps, and limitations.
- 1.3. **Policy and Practice** - Translate findings into reports and recommendations. Connect evidence to practical improvements, system changes, and policy recommendations.
- 1.4. **Research Ethics and Trauma Informed Practice** - Apply ethical research practices by following consent, confidentiality, privacy, and safe documentation standards.
- 1.5. **Collaboration** - Work effectively with the research team, community partners, and the research steering committees to incorporate feedback and ensure quality deliverables.

2. Job Duties

With support, resources and opportunities for growth, the Researcher & Policy Analyst will be:

- 2.1. Coordinating the development and implementation of research methods across the 11 Greater Vancouver communities, including qualitative and quantitative approaches that support community-level and regional environmental scans.
- 2.2. Developing, refining, and maintaining data collection tools, including surveys, focus group and interview guides, and environmental scan templates, in collaboration with the project team and research steering committees.
- 2.3. Participating in the collection of real-time qualitative data to complement existing administrative data, and ensuring data is captured consistently across communities.
- 2.4. Coordinating data management processes, including secure documentation, file organization, version control, and adherence to consent, confidentiality, privacy, and safe data handling practices.
- 2.5. Conducting analysis and interpretation of qualitative findings and integrating those findings with relevant existing data sources to identify trends, barriers to access, service gaps, and service delivery challenges.
- 2.6. Producing written materials that translate findings into actionable outputs, including contributions to the Regional State of the Sector Report, community-level companion reports, and briefing materials for stakeholders.
- 2.7. Supporting the development of evidence-informed practice, systems, and policy recommendations by linking research findings to feasible improvements and change opportunities.
- 2.8. Participating in project meetings and research steering committees, incorporating feedback and supporting quality assurance throughout tool development, analysis, and reporting.
- 2.9. Maintaining clear communication with the project team regarding progress, timelines, risks, and emerging findings, and recommending adjustments to approach when needed.

3. Candidate Profile

Applicants should be able to draw on their experiences to demonstrate an aptitude for the knowledge, skills, and abilities listed below. Candidates are not expected to excel in all aspects of the profile. However, they should be able to show an interest in ongoing learning to meet the requirements for the position.

- 3.1. Lived expertise of homelessness, poverty, and/or precarity is an asset.
- 3.2. There is flexibility regarding education level based on an equivalent combination of work and lived experience compared to a degree in a related discipline (e.g., social sciences including psychology, political science, sociology, gender and/or women's studies; health science, law, or economics) with specialization in statistical analysis and research methods.
- 3.3. Familiarity with, and advanced understanding of the landscape of homelessness and homelessness serving organizations and agencies in BC. Prior work or volunteer involvement within the sector is considered an asset.
- 3.4. Experience or demonstrated interest in applied social research, program evaluation, policy analysis, or systems-focused work related to homelessness, housing, or social services.
- 3.5. Comfort working with qualitative data, including reviewing, organizing, interpreting, and summarizing information from interviews, focus groups, surveys, or consultations.
- 3.6. An understanding of how administrative data systems such as HMIS, HIFIS, or point-in-time counts are used, as well as their limitations, or a willingness to learn in this area.
- 3.7. Awareness of trauma-informed, anti-oppressive, and ethical research practices, and a respectful approach to working with people with lived and living experience and Indigenous partners.
- 3.8. Strong organizational skills, with the ability to manage multiple tasks and meet deadlines.
- 3.9. Detail-oriented and possess the ability to identify issues and implement creative and strategic solutions to overcome problems.
- 3.10. Is a team player but has the ability to work independently and take initiative.
- 3.11. Advanced knowledge and experience with Microsoft Office Suite, qualitative and quantitative data analysis tools such as SPSS.
- 3.12. Must be responsible, trustworthy, adaptable, patient, and willing to learn and grow.



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4. Work Conditions

- 4.1. Interaction with colleagues, Members, community partners, government representatives, and outside stakeholders.
- 4.2. Operation of desktop/laptop computer and peripherals.
- 4.3. Use of relevant software including, but not exclusively, Word, Excel, Adobe Illustrator/InDesign & Premiere Pro, Dashlane, Mailchimp, Zoom, Survey Monkey and Dropbox.
- 4.4. Flexible work schedule supported through in-lieu hours balanced fortnightly (every two weeks).
- 4.5. In-office and in community work.

Commitment to Equity, Diversity and Inclusion

To address issues of systemic inequity within the Canada and specifically within the Canadian labour market, HSABC is committed to achieving a diverse workforce through inclusive HR practices in all aspects of employment including recruitment, hiring and promotions.