

POSITION: Research & Analytics Consultant (Exempt)

SALARY: \$82,515.00 - \$128,962.00 Annually

OPENING DATE: 11/15/21

CLOSING DATE: 12/03/21 05:00 PM

GENERAL INFORMATION:

The Port of Portland is a gateway to the globe, we operate multiple airports, marine terminals and business parks that connect people and passengers, drive economic growth and improve our region's quality of life. The Research & Analytics Consultant will contribute to the Port's success by delivering research and analytics to drive strategy and facilitate operational change.

We are looking for an outgoing team player who can develop and deploy enterprise business intelligence reporting to provide insights to Port staff, key Port partners, stakeholders, media, and the public on issues critical to the organization. The successful candidate will exhibit a strong sense of team-orientation, be highly collaborative, and will embrace the value and importance of service. This person will share our deep commitment to diversity, equity and inclusion and support performance measurement activities to ensure the Port is meeting its equity and strategic goals.

NOTE: The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Provide a mix of research and analytic products, including studies, business intelligence reporting, surveys and advanced analytics to inform Port business strategy and operations.
 - Use a variety of communication approaches, including data visualization to translate complex findings into easy-to-understand concepts to achieve operational, commercial, and policy objectives.
 - Apply equity considerations to the work and its outcomes.
 - Lead Port and multiagency project teams, consultant contracts, and project budgets.
- Support the establishment, data collection, and reporting of Port-wide performance metrics to assess the Port's business outcomes in relation to its strategic plan and equity goals.
 - Make performance data and statistics more accessible to the public and other stakeholders by developing and publishing visual and interactive open data reporting.
- Strengthen the Port's data culture by providing leadership to internal communities of data and analytics practitioners across a variety of subject matters and technical areas.
 - Partner with colleagues to lead data governance and stewardship activities.
 - Promote data literacy and modern data practices to all Port staff through the provision of learning resources and other tools.
- Cultivate a network of industry experts, both locally and nationally, to discover best practices for applied research and analytics, and position the Port as a leading practitioner in this space.

- o Represent the Port on industry boards, technical advisory committees, and as a speaker locally and nationally.
- o Present to advisory groups, elected officials, and elected bodies (city councils, legislature, congressional delegation, and staff).

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

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- Bachelor's degree in business, public policy, economics, urban planning or a related field is preferred; or, the equivalent combination of education and/or relevant experience is required.
- Minimum of eight (8) years' experience in research or data analysis is required.
- Knowledge of the following is required:
 - o Relational database concepts
 - o Advanced analytics/data science methods
 - o Business intelligence software, such as Tableau or Power BI
 - o Survey research methods and approaches
- Demonstrated experience utilizing and delivering effective presentation techniques (verbal, graphical, written) to diverse audiences.

SKILLS AND ABILITIES:

- Proven self-starter who fosters innovation and a drive for results.
- Demonstrated ability to set clear goals and priorities; plan work effectively and manage multiple priorities.
- Skilled at acquiring data and information and being able evaluate accuracy; and being able to determine the most appropriate analysis given the business or policy context.
- Proven visual storytelling skills; create and deliver visual reporting products (i.e., presentation slides, data visualization dashboards) incorporating graphical depictions of findings and data from internal and outside sources that clearly communicate key messages.
- Willing to leverage modern data tools, such as business intelligence, data preparation and advanced analytics software to extract, transform, integrate and automate data flows from a variety of sources for analysis and visualization.
- Excellent communicator who enjoys building partnerships and is able to influence, inspire and motivate others.
- Critical thinker who is able to construct and dissect arguments.
- Anticipate internal and external customer needs and take appropriate action.
- Willing to proactively seek out opinions, advice, and feedback from others.
- Promotes safety as a guiding principle and a regular practice in accomplishing work.
- Proven team player who shows the utmost respect for others.
- Ability to:
 - o Work independently without detailed or regular guidance.
 - o Apply an equity lens to work and deliverables.
 - o Take initiative, introduce opportunities for change and apply innovative thinking to the work.
 - o Build and maintain productive working relationships, work collaboratively with various groups.
 - o Understand and apply modern data management principles and practices.
 - o Organize and balance workloads amidst potentially changing priorities and complete projects thoroughly and efficiently.
 - o Effectively present findings and recommendations.
 - o Demonstrate commitment to valuing differences among individuals and passion for being inclusive.

ADDITIONAL INFORMATION:

- Safety: The Port promotes safety as a guiding principle and practice in accomplishing work

by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.

- Diversity and Inclusion: At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- EEO/Affirmative Action Policy Statement: The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- Veterans Preference: Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- Background Checks and Drug Testing: The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- ADA Accommodation: Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

Position #01393
RESEARCH & ANALYTICS CONSULTANT (EXEMPT)
BP

7200 NE Airport Way
Portland, OR 97218
503-415-6000
