**Title:** Research Manager  

**Location:** Vancouver  

**Language Proficiency:** English  

**Job Status:** Full Time  

Founded in 1998, CDCI Research is Canada’s largest historical research management and litigation support company. CDCI Research has offices in both Ottawa and Vancouver and provides litigation support, historical and applied research and records management to public and private sector clients across Canada. To learn more about CDCI, please visit our website at [www.cdci.ca](http://www.cdci.ca).

**Job Overview**

CDCI is currently seeking for a highly motivated individual to join us as a Research Manager. Under the direction of the Senior Project Manager, the Research Manager is responsible for the management and execution of CDCI’s research and litigation support projects within their portfolio. The Research Manager works closely with client and other stakeholder representatives and departmental managers to ensure processes are implemented and followed and objectives are met. The role also works closely with the CDCI management team and executives to ensure company strategy is executed within their portfolios. This position is a critical contact point for clients, and, as such, is responsible for maintaining CDCI’s brand identity and creating opportunities for growth.

**Duties/Responsibilities**

- Deliver assigned projects on time and on budget, overseeing all final project deliverables to the client(s)
- Draft project statements of work outlining all research to be conducted on a file and liaise with client authority
- Establish the budget for assigned projects in conjunction with senior management, maximizing the budget allotments but staying within contract amounts
- Draft and update research plans to guide the execution of each research project or litigation file
- Liaise with client representatives and technical/contracting authorities on existing and potential new projects
- Provide strong leadership and management to Research and Litigation Support staff
- Build team effectiveness through ongoing communication and decision making
- Complete yearly and ongoing personnel performance management
- Other duties as required and assigned/approved
**Skills and Qualifications**
- Graduate degree in relevant field of study
- Minimum of five years providing a full range of research and/or litigation support services
- Minimum of two years in a management role with on-time deliverables
- Experience with using and managing litigation support/e-discovery software, such as: Ringtail, Summation, Concordance, LAW, etc.
- Experience working with government clients on projects over $200,000 is an asset
- Formal project management training (PMP, Prince 2, etc.) or equivalent experience is an asset
- Strong organizational skills and ability to prioritize and multi-task
- Strong attention to detail and problem solving skills
- Eligible to obtain PWGSC security clearance

**Additional Desired Qualifications**
- Holds existing PWGSC security clearance

If you are interested in the position and meet the above qualifications, please submit your resume and cover letter to careers@cdci.ca with subject line “Research Manager”. In your response, please detail in bullet point fashion how your skills align to each of the noted qualification criteria.

CDCI Research would like to thank all applicants for their interest; however, due to the large volume of applications, only those selected for interviews will be contacted.