**Job Description**

**Job Information**

Position Number: 297370

Job Title: Research Lead

Grade / Rate of Pay NU04 – Salary range $66,362 to $86,271/year, commensurate with experience

Manager’s Title: Assistant Director, Research and Development

Department: Accessibility Institute

Month & Year: February 2023

**Project Summary**

The Accessibility Institute at Carleton University, in collaboration with the Sinneave Foundation, is running an applied research project until October 2025, focused on accessible housing through an autism lens. Our research will focus on an autism lens while also incorporating the intersectionality of identities and neurodivergence broadly, as we look at accessible housing for autistic adults.

**Job Summary**

Under the direction of the Project Manager, the Research Lead is responsible for leading all research activities for the project as outlined and agreed to in the Service Agreement.

**Key Accountabilities**

**Research**

* Develops research questions, project protocol and related measurement tools, as well as ensures proper implementation under the guidelines of the project.
* Develops and submits all aspects of the research ethics application to the Research Ethics Board, and ensuring adherence to all ethics protocols throughout the project.
* Analyzes and synthesizes all data (quantitative and qualitative) collected and engages with project team to discuss findings, make recommendations.
* Responsible for drafting and writing required reports, submissions, presentations, journal articles and other knowledge mobilization materials related to the outcomes, milestones and deliverables of the project.
* Completes required training for Ethics and adhering to policies, guidelines and procedures set out by the Carleton Research Ethics Board (REB).
* Conducts and oversees literature reviews and environmental scans as they relate to the needs of the project.
* Guides the research activities of the project and supports the supervision of a small team of student research assistants (1-3 approximately).
* Responsible for the collation of data using an approved database program.

**Administrative and Supervision:**

* Ensures the use of effective project and data management software and tools, in adherence to ethics requirements, which may require training to project team to ensure consistency of methodological processes.
* Closely supervises research assistants during data collection and analysis of findings.
* In collaboration with the project manager, ensure the research activities are in alignment with the project’s milestones, deliverables, outcomes, timeline and budget
* Adapts to changing priorities and demands requiring intuitive analysis and strategic response and actions.
* Support the team’s efforts to ensure that all meetings, on-going project assets, and end project deliverables adhere to accessibility and/or AODA requirements for end users including organizing requested accommodation (e.g., Sign-language interpreters, closed captioning, etc.) to ensure participants can participate.

**Job Requirements**

**Core Knowledge, Education and Experience**

* Knowledge of research and sector trends.
* Experience conducting research in housing, neurodiversity, autism and/or social equity is preferred but equivalencies will be considered.
* Working knowledge of office productivity software/databases, discipline-specific software, enterprise software such as banner, and internet competency.
* Knowledge of cultural competency and diversity in the workplace
* Knowledge in English and French languages with both excellent oral and written communication skills.
* Demonstrated experience working independently with little direct supervision to deliver required project elements from beginning to end.
* Experience conducting business and engaging with variety of stakeholders within corporate and community service environments, including the ability to navigate conflict in a constructive way.

**Education**

* Completion of a Master’s degree in any field. PhD will be preferred.
* Proficient in English language with excellent oral and written communication skills (required). Ability to communicate proficiently in French an asset.
* Ability to work in an organized fashion with flexibility and independence to adhere to project deliverables.
* Demonstrate professionalism, interpersonal competencies and teamwork.
* Required to complete certification on ethical conduct in research involving human subjects.
* Strong analytic skills (quantitative and qualitative) with experience using data analytic software (e.g., SPSS, iNvivo, among others) and familiarity with Delphi methods considered an asset.
* Evidence of peer-reviewed publication, conference presentations or knowledge mobilization activities.
* Proficient using tools from the MS Office Suite (i.e. MS Word, Excel, Teams, Office, PPT, etc.).
* Candidates bringing an understanding of lived experience (either personally or through other experiences) are considered an asset.

**Experience**

* Minimum of five years of related experience in leading research projects
* Experience in accessibility/disability, housing or related fields.

**Communication and Stakeholder Management**

* Works collaboratively with the project team to support the knowledge mobilization of the research
* Advanced written communication skills as it relates to the preparation of official project reports and external stakeholder communications
* Consults with relevant stakeholders, understands content and context, provides advice and guidance
* Builds and maintains relationships across and between stakeholders
* Manages stakeholder expectations, instils trust, persuades, influences and resolves conflict
* Explains, clarifies, and exchanges technical, process, and procedural information
* Delivers coaching and mentoring and training sessions one-on-one and in groups

**Problem Solving and Decision Making**

* Works with autonomy in self-directed role
* Uses creativity, resourcefulness, and initiative to build internal capacity
* Provides reactive response to operational activities and situations (deadlines)
* Develops solutions for demanding timelines and conflicting schedules aligning with priorities and balancing demands
* Determines priorities and actions based on previous experience, understanding the nature of the work, and through reliance on policies, procedures, and processes

**Impact**

* Impacts efficiency and effectiveness of development and delivery of programs and services
* Contributes to reputation and/or public images as a consequence of direct interaction with other higher educational sections in the capital region
* Contributes to health, safety, and well-being of others

**Leadership and Development of Others**

* Provides leadership and direction to the research team

**Physical, Visual, Auditory, and Concentration Demands**

* Uses keyboards, mouse, computers/tablet, and other technology devices
* Concentration and visual effort during test/data input, cross checks of information, and confirming accuracy
* Responds to interruptions to workflow that impact concentration demands

**Working Environment**

* Works remotely in a home-office environment

**To Apply:**

Email [accessibility.institute@carleton.ca](mailto:accessibility.institute@carleton.ca) to the attention of Tara Connolly, Assistant Director R&D, Accessibility Institute. Please include a copy of your current resume along with a cover letter, highlighting your previous and relevant skills and experiences leading applied research activities as noted in the description.

**Deadline to Apply:**

Sunday, March 26, 2023 by 11:59pm

**Term of Employment**

* Pending availability of successful incumbent, as soon as possible through to October 2025. This will be a non-union, term contract with a defined start and end date, with no extension.