
RESEARCH COORDINATOR

Position Title: Research Coordinator

Contract Type: Full Time, up to 3 years (years 2 and 3 both conditional on performance)

Department: School of Public Policy and Administration

Immediate Supervisor: Associate Professor Mehdi Ammi

Expected Start: May 2022 or soon thereafter

Compensation: \$50,000 to \$60,000 + benefits, depending on experience, qualifications, and progress

Position description:

The Research Coordinator will be responsible for supporting the day-to-day administrative, technical, and financial operations of the research projects, and providing research assistance. The research coordinator will primarily support public health systems and health services research funded by the Canadian Institutes for Health Research, but the research coordinator is expected to support other research of the immediate supervisor in health policy and health economics depending on the needs.

Key duties include: implementation and coordination of research initiatives, research applications and ethics submissions; data collection and analysis; literature reviews; report and grant application writing; monitoring budget and making projections; database maintenance; organizing team meetings, and communications.

Qualifications:

Education:

Required: Bachelor's degree in public policy, health science, economics or other relevant health or social science degree; or equivalent combinations of education and experience.

Desirable: Master's degree would be an asset.

Experience:

Required: Minimum of three (3) years of relevant experience including experience working with multi-disciplinary, multi-sectoral health teams. Experience with project management, research administration, and developing and monitoring budgets. Demonstrated experience writing and editing.

Desirable: Experience conducting qualitative *or* quantitative data collection and analysis. Experience conducting mixed methods research (qualitative *and* quantitative) data collection and analysis is an asset. Experience in the preparation of grant applications and ethics applications is an asset.

Skills:

Required: Advanced skills in Microsoft Office applications including Excel; familiarity with data analysis software (e.g., STATA, NVivo) and referencing software (e.g., Zotero, Endnote). Excellent organizational skills, especially setting priorities, managing time, attention to detail and accuracy. Strong planning and analytic skills.

Desirable: Ability to communicate, in writing and verbally, in French language is an asset.

Other:

Excellent written and verbal communication skills required to liaise with internal and external stakeholders. Excellent judgment and initiative to complete responsibilities with instruction; Capacity to adopt to new technologies quickly and pro-actively. Ability to work independently, as well as ability to work as a collaborative team member.

Duties:

Research Project Coordination (about 60%-70% of the time)

- Coordinates the day-to-day operations of the research projects by developing and coordinating detailed work plans, monitoring timelines, taking into consideration objectives, and coordinating collaboration and engagement from various stakeholders.
- Develops and monitors project workplans / timelines
- Oversees the execution and administration of research contracts and agreements liaising with sponsors, funders, decision makers and other internal and external stakeholders
- Prepares, maintains, and revises Research Ethics Board (REB) submissions, in consultation with the PIs.
- Assists PIs with the development of budgets by setting up grants with Research Services, verifying spending and reviewing financial reports submitted by finance.
- Coordinates logistics, including meeting schedules, agendas, materials, actions and follow-up.
- Takes meeting minutes.
- Liaises with research collaborators located in various jurisdictions to ensure the work progresses and deadline are met.
- Support PIs in knowledge translation and dissemination activities, including keeping abreast of possible conference and events to promote the work, and upload content developed by PIs on social media timed with product releases and events.
- Liaises with research staff, government or research organizations to facilitate the coordination of research agreements and delivery of research products.
- Drafts internal project reports, briefs and other documents for stakeholders and internal and external groups.
- Liaises with agencies, collaborators, industry sponsors, faculty, and other stakeholders regarding funding applications.
- Verifies research-funding proposals are complete, accurate and adhere to sponsor guidelines.
- Liaises and coordinates with technical support staff to keep the website current including uploading content and coordinating content from PIs for newsletters.
- Collaborates with colleagues in similar programs in other departments/institutions for the purpose of sharing of best practices.

Research Assistance (about 30%-40% of the time)

- Conducts and synthesizes literature reviews and policy scans



- Maintains reference manager library and support referencing and formatting in research products
- Organizes research results into understandable formats for internal and external stakeholders using appropriate applications, including charts, graphs, etc.
- Prepares presentations material (slides) for internal and external meetings and conferences
- Depending on experience and expertise of the successful candidate:
 - Performs quantitative data collection (e.g., assist with the survey data collection) or analysis drawing from microdata (e.g., health administrative data, survey data) or aggregated data (e.g., retrieving data from websites of OECD, public accounts from provincial governments and other governments) **AND/OR**
 - Performs qualitative data collection and analysis (e.g., plans interviews, participates in interviews, and focus groups, supports PIs with thematic analysis of documents and interview data)

Compensation:

The salary is conditional on experience, qualifications, and progress. It is expected to be in the range of \$50,000 to \$60,000 + benefits.

The position is for one year, subject to the completion of a satisfactory probation period, with a possibility of up to two additional years. Hence, the position is for up to three years, but additional years are subject to performance review.

The position will be located at the School of Public Policy and Administration at Carleton University in Ottawa. The successful candidate will be expected to be mostly present in Ottawa as to facilitate timely progress on the project and ensure his/her/their integration with the School and with Carleton. Flexible remote working arrangements are however possible but have to be discussed with the Associate Professor Ammi. However, there is a requirement for the coordinator to be located in Ontario.

Application Instructions:

Applications should include a one-page cover letter explaining the applicant's interest in and fit for the position, as well as a curriculum vitae and one writing sample. Please indicate in your application if you are a Canadian citizen or permanent resident of Canada. Applicants from under-represented groups are invited to self-identify in their application. At Carleton University, under-represented groups include: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation, gender identity and/or expression.

Applicants should send the name of two professional references as part of their applications, but only short-listed candidates will be asked to arrange to have two confidential letters of reference sent electronically directly to Associate Professor Ammi.

The application materials should be sent electronically as a single PDF document to: Associate Professor Mehdi Ammi, School of Public Policy and Administration, mehdi.ammi@carleton.ca, with “Application for the Research Coordinator position” in the subject of the email. Queries on the position shall also be directed to Dr. Ammi by email.

All materials should be submitted by **April 22, 2022**, when the formal review of applications will begin. Applications will continue to be accepted until the position is filled.

About the Academic Unit:

The research-intensive [School](#), which is situated in a unique [Faculty of Public Affairs](#), is a recognized centre of academic excellence in public policy and administration. It is the oldest and largest school of its kind in Canada and is well known internationally, offering a PhD in Public Policy, Master of Public Policy and Administration, Master and Diploma of Philanthropy and Nonprofit Leadership, joint MA in Sustainable Energy, Graduate Diploma in Public Policy and Program Evaluation, and Graduate Diploma in Indigenous Policy and Administration. The School's multidisciplinary faculty members are engaged in diverse research and teaching initiatives, and are regularly called upon for their expertise by government departments, nonprofits, and international agencies.

About Carleton University:

Located on unceded Algonquin territory in Ottawa, Ontario, Carleton University is an innovative teaching and research institution with a tradition of leading change. Learn more about [our university and the city of Ottawa](#).

Carleton University is committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our university including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation, gender identity and/or expression. Furthermore, Carleton understands that career paths vary and interruptions will not prejudice the assessment process. We invite you to review our revitalized Indigenous strategy, [Kinàmàgawin](#) and visit our [Department of Equity and Inclusive Communities](#) for information about our commitment to leadership in the areas of equity, diversity, and inclusion.

All qualified candidates are encouraged to apply; however, applicants must have working rights in Canada; furthermore, Canadians and permanent residents will be given priority.