

## Job Description

(For Positions in CAW Local 555, Unit 1)

*Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.*

JD #:	<b>JD00440</b>	Pay Grade:	<b>10</b>
JD Title:	<b>Research Coordinator (III)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Coordinator</b>		

### General Description

Responsible for assessing, planning, implementing, and evaluating protocol procedures and managing the daily operations of research projects ensuring that all aspects of the project protocol are adhered to. Applies specialized knowledge to initiate, implement, coordinate, and manage moderate to large research projects.

### Representative Duties & Responsibilities

- Monitor and coordinate multiple research projects in order to assess the need for and to implement strategies to ensure the conduct of quality research, the achievement of expected time lines and deliverables, and the efficient use of human and practical resources.
- Troubleshoot problems at all stages of project development and implementation and assist with modifying protocol or project procedures to address challenges.
- Participate with a team in the development and authoring of research protocols.
- Recruit project participants and enlist agencies to refer participants.
- Review referrals and keep track of intakes from various referral sources.
- Develop an implementation plan for research projects.
- Design promotional strategies and related materials to encourage participation and support for research projects.
- Perform both quantitative and qualitative analyses.
- Provide advice on and conduct analyses of complex data sets.
- Interview study participants to gather qualitative and quantitative data.
- Facilitate focus group sessions with project participants.
- Gain the cooperation of research partners and team members by acting as the first point of contact on a variety of research projects and liaising with project collaborators, stakeholders, and staff.
- Exchange technical and administrative information with colleagues and project participants.
- Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.
- Identify funding opportunities and coordinate the submission of research proposals.
- Oversee the design of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting.
- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Write sections of scientific papers, funding proposals, and abstracts.
- Develop estimates of time and resources for research projects.
- Use statistical software to analyze data and interpret results.
- Write data management and operations documentation for projects.
- Liaise between the project centre and remote project sites and personnel.
- Ensure that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Present at meetings, seminars, and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.

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## **Representative Duties & Responsibilities**

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- Exercise appropriate controls, monitor, and reconcile accounts.
- Conduct literature searches.

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## **Supervision**

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- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to 9 casual employees at any one time.
- Provide orientation and show procedures to others.

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## **Qualifications**

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- Master's degree in a relevant field of study.
- Requires 5 years of relevant experience.

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## **Effort**

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### **Physical Effort:**

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and enter data into databases.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

### **Mental Effort:**

- A typical work day occasionally requires routine mental effort for activities such as:
  - Collecting routine information, word processing routine documents, and inputting data into databases.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
  - Developing estimates of time and resources for research projects.
  - Writing data management and operations documentation for projects.
  - Liaising between the project centre and remote project sites and personnel.
  - Ensuring that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Troubleshooting problems at all stages of project development and implementation and assisting with modifying protocol or project procedures to address challenges.
  - Participating with a team in the development and authoring of research protocols.
  - Designing promotional strategies and related materials to encourage participation and support for research projects.
  - Conducting qualitative project participant interviews.
  - Applying specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
  - Facilitating focus group sessions with project participants.

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## **Working Conditions**

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### **Physical Environment:**

- There are no adverse physical environment conditions inherent to the job.

### **Psychological Environment:**

- Occasionally deals with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

### **Health & Safety:**

- Risk to the incumbent is no higher than for the general population.

# Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	<b>JD00440</b>	Pay Grade:	<b>10</b>
JD Title:	<b>Research Coordinator (III)</b>	Total Points:	<b>648</b>
Job Family:	<b>Research Coordinator</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>5.0</b>	105
	2. Breadth of Knowledge	<b>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>3.5</b>	46
	5. Education and Experience	<b>F4</b>	127
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>5.0</b>	100
<b>Responsibility</b>	9. Planning and Coordination	<b>4.0</b>	64
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>4.0</b>	93
<b>Working Conditions</b>	12. Physical Environment	<b>1.0</b>	3
	13. Psychological Environment	<b>2.0</b>	10
	14. Health and Safety	<b>1.0</b>	5