



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 #:	JD00441	Pay Grade:	11
JD Title:	Research Coordinator (IV)	JD FTE Hours:	35
Job Family:	Research Coordinator		

General Description

Responsible for managing the daily operations of multiple research projects ensuring that all aspects of project protocol are adhered to. Applies specialized knowledge to initiate, design, develop, coordinate, and manage major research projects across multiple sites. Develops collaborations and partnerships with research user groups.

Representative Duties & Responsibilities

- Plan and coordinate all aspects of multiple research projects across multiple sites.
- Develop inter-disciplinary, inter-institutional, and inter-sectoral research collaborations.
- Develop budgets for research projects.
- Troubleshoot problems at all stages of project development and implementation and assist with modifying protocols 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 the research project.
- Perform both quantitative and qualitative analyses of research data.
- Interview project participants.
- Facilitate focus group sessions with project participants.
- Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.
- 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 the 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.
- 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.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Conduct literature searches.

Supervision

- Supervise and direct the activities of up to 4 continuing employees.
- Ongoing responsibility for hiring and supervising 10 or more casual employees at any one time.
- Provide orientation and show procedures to others.

Qualifications

- Master's degree in a relevant field of study.
- Requires 6 years of relevant experience, including 1 year for full supervision.

Effort

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.
 - Troubleshooting moderately complex computer problems.
 - Writing data management and operations documentation for the project.
 - Liaising between the project centre and remote project sites and personnel.
 - Ensuring that the 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 assist with modifying protocols or project procedures to address challenges.
 - Participating with a team in the development and authoring of research protocols.
 - Designing implementation plans for research projects.
 - Designing promotional strategies and related materials to encourage participation and support for research projects.
 - Conducting quantitative and 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.

Working Conditions

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

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JD #:	JD00441	Pay Grade:	11
JD Title:	Research Coordinator (IV)	Total Points:	689
Job Family:	Research Coordinator		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	F4	127
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	5.0	82
	10. Responsibility for Others	4.0	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5