

## 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.*

<b>JD #:</b>	<b>JD00477</b>	<b>Pay Grade:</b>	<b>12</b>
<b>JD Title:</b>	<b>Health Research Methodologist</b>	<b>JD FTE Hours:</b>	<b>35</b>
<b>Job Family:</b>	<b>Data Management</b>		

### General Description

The Health Research Methodologist is responsible for the design, planning, and execution of research projects and preparation of grants for funding and will: develop and supervise the management of clinical and research data management systems; analyze and interpret data; develop research protocols and standard operating procedures; write reports and manuscripts for peer-review; prepare and present research for scientific meetings; and perform critical systematic review of the literature.

### Representative Duties & Responsibilities

- Develops new methodologies to analyze data and interprets data for clinical trials, cohort studies and population based study databases.
- Designs, plans and executes research projects.
- Coordinates data analysis for multiple research projects.
- Develops and supervises the management of clinical and research data management systems.
- Authors manuscripts for peer reviewed journal articles and book chapters in scientific texts.
- Develops research study protocols and standard operating procedures.
- Sits on various committees to act as a consultant on study methodology and participates in provincial level meetings that involve planning resource allocation, setting research objectives and planning and conducting new research studies.
- Prepares grant proposals which includes sections such as background, ethical considerations, clinical implications, study logistics, timelines, sample size calculations and study budgets
- Reviews and submits budgets for clinical studies.
- Plans, conducts and prepares systematic reviews to perform literature searches and critical appraisal of individual studies to identify valid and applicable evidence.
- Designs and presents conference abstracts and oral presentations for national and international meetings and conferences.
- Conducts complex statistical analyses for clinical trials, cohort studies and population-based study databases and consolidates and presents information in tables and figures.
- Conducts a meta-analyses for projects involving systematic reviews.
- Liaises with pharmacy and pharmaceutical companies on joint private-public research ventures and provides advice on how studies should be designed and negotiates resources and operational plans for a study.
- Mentors and trains students and other research staff.
- Participates in professional development activities such as reading job-related periodicals and scientific journals, and attending seminars and conferences.

### Supervision

- Provides lead hand supervision to 1-2 Research Coordinators.
- Ensures adherence to quality standards and procedures for volunteers, Research Assistants and Data Entry Clerks.

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## Qualifications

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- Doctoral degree in Epidemiology, Health Research Methodology or a related field.
- Requires 6 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 conduct literature searches, analyze data and draft and edit documents and reports.
- 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:
  - Word processes routine documents such as correspondence and forms and inputs data into a spreadsheet.
- A typical work day occasionally requires moderate mental effort for activities such as:
  - Performs complex word processing, creates spreadsheets, participates in meetings and provides detailed information to colleagues and staff.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Develops ideas for research proposals and develops concepts and discussions for peer reviewed journal articles.
  - Solves problems in arranging data files so that they can be analysed as per the protocol.
  - Authors or reviews articles for peer review journals.

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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:

- Interacts with staff and faculty who may be rude or upset.
- Handles competing requests from multiple researchers.

### 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>JD00477</b>	Pay Grade:	<b>12</b>
JD Title:	<b>Health Research Methodologist</b>	Total Points:	<b>715</b>
Job Family:	<b>Data Management</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>6.0</b>	128
	2. Breadth of Knowledge	<b>3.0</b>	20
	3. Adaptation to Change/Updating of Learning	<b>2.5</b>	17
	4. Interpersonal Skill	<b>4.0</b>	54
	5. Education and Experience	<b>G4</b>	151
	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