

## 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>JD00550</b>	<b>Pay Grade:</b>	<b>12</b>
<b>JD Title:</b>	<b>Research Associate (I)</b>	<b>JD FTE Hours:</b>	<b>35</b>
<b>Job Family:</b>	<b>Research Coordinator</b>		

### General Description

Responsible for planning, managing, and overseeing a large, multi-site, multi-disciplinary research program, with the potential to compose, lead, and conduct research as an independent investigator or as a co-investigator within a faculty member's program. Develops collaborations and partnerships with research user groups to help shape research directions and ensure effective research transfer.

### Representative Duties & Responsibilities

- Initiate, design, and lead a research program.
- Formulate research questions and generate and test hypotheses.
- Make significant contributions to the design of a research program to answer questions and solve complex research problems.
- Publish results as first author in scientific peer-reviewed journals.
- Author scientific papers, funding proposals, and abstracts.
- Write research proposals, submit proposals to external funding agencies, and secure funding to conduct research through grants and contracts.
- Plan and coordinate all aspects of a major research program across multiple sites.
- Develop inter-disciplinary, inter-institutional, and inter-sectoral research collaborations.
- Negotiate research agreements and subcontracts to meet site and coordinating centre requirements.
- Develop budget for a research program.
- Implement and maintain a research program budget. Create financial projections and make adjustments to a research program budget throughout the fiscal year.
- Troubleshoot problems at all stages of program development and implementation and modify protocol or program procedures to address challenges.
- Participate with a team in the development and authoring of research protocols.
- Design a promotional strategy and related materials to encourage participation and support for a research program.
- Conduct quantitative and qualitative program participant interviews.
- Facilitate focus group sessions with program participants.
- Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.
- Oversee the design of data management systems.
- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Develop estimates of time and resources for a research program.
- Use statistical software to analyze complex data and interpret results.
- Liaise between the program centre and remote program sites and personnel.
- Develop presentations and present at meetings, seminars, and conferences.
- Conduct literature searches.

### Supervision

- 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.

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## Qualifications

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- Doctoral degree in a relevant field of study.
- Requires 7 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:
  - Implementing and maintaining a research program budget.
  - Coordinating and managing the collection, delivery, entry, verification, analysis, and reporting of data.
  - Overseeing the design of data management systems.
  - Liaising between the program centre and remote program sites and personnel.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
  - Initiating, designing, and leading a research program.
  - Formulating research questions and generating and testing hypotheses.
  - Making significant contributions to the design of a research program to answer questions and solve complex research problems.
  - Negotiating research agreements and subcontracts to meet site and coordinating centre requirements.
  - Troubleshooting problems at all stages of program development and implementation and modifying protocol or program procedures to address challenges.
  - Participating with a team in the development and authoring of research protocols.
  - Designing a promotional strategy and related materials to encourage participation and support for a research program.
  - Conducting qualitative study participant interviews.
  - Applying specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
  - Facilitating focus group sessions with program 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

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JD #:	<b>JD00550</b>	Pay Grade:	<b>12</b>
JD Title:	<b>Research Associate (I)</b>	Total Points:	<b>752</b>
Job Family:	<b>Research Coordinator</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>2.0</b>	13
	3. Adaptation to Change/Updating of Learning	<b>2.0</b>	12
	4. Interpersonal Skill	<b>4.0</b>	54
	5. Education and Experience	<b>G5</b>	155
	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>5.0</b>	82
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>5.0</b>	120
<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