

## 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>JD00667</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Research Coordinator (I) (Bilingual)</b>	JD FTE Hours:	<b>35</b>
Job Family:	<b>Research Coordinator</b>		

### General Description

Responsible for implementing, monitoring, refining, analyzing, coordinating, and reporting on several research projects. Acts as a resource for the development of protocols, study documents, operations of study management, and management techniques. Requires performing the full range of duties in another language.

### Representative Duties & Responsibilities

- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Write sections of scientific papers, funding proposals, and abstracts.
- Coordinate the activities of research staff and resources to ensure that the project progresses in accordance with predetermined timelines.
- Develop estimates of time and resources for research projects.
- Oversee the collection, entry, verification, management, analysis, and reporting of data.
- Use statistical software to analyze data and interpret results.
- Design and maintain databases, data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
- Troubleshoot moderately complex computer problems.
- Write data management and operations documentation for projects.
- Liaise between the project centre and remote project sites and personnel.
- Conduct structured project participant interviews.
- Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Participate in the development of promotional strategies and related materials to encourage participation and support for research projects.
- Consult on protocol development, student organization, and data management activities.
- 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.
- Exercise appropriate controls, monitor, and reconcile accounts.
- 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.
- Provide orientation and show procedures to others.

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## Qualifications

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- Bachelor's degree in a relevant field of study.
- Requires 4 years of relevant experience.
- Must be bilingual in English and another language.

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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 consists of up to 2 hours of 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 greater than 3.5 hours of moderate mental effort for activities such as:
  - Developing estimates of time and resources for research projects.
  - Overseeing the collection, entry, verification, management, analysis, and reporting of data.
  - Creating and maintaining data collection forms, error checking methods and related programs for efficient collection, analysis, and reporting.
  - 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 up to 2 hours of high mental effort for activities such as:
  - Applying specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
  - Designing databases in consultation with researchers and project coordinators.

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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>JD00667</b>	Pay Grade:	<b>8</b>
JD Title:	<b>Research Coordinator (I) (Bilingual)</b>	Total Points:	<b>551</b>
Job Family:	<b>Research Coordinator</b>		

Factor	Subfactor	Level Rating	Points
<b>Skill</b>	1. Applied Reasoning and Analytical Skills	<b>4.5</b>	94
	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>E3</b>	100
	6. Dexterity and Coordination	<b>2.0</b>	12
<b>Effort</b>	7. Physical Effort	<b>1.0</b>	3
	8. Mental Effort	<b>3.0</b>	55
<b>Responsibility</b>	9. Planning and Coordination	<b>3.5</b>	55
	10. Responsibility for Others	<b>3.0</b>	55
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	<b>3.5</b>	80
<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