JOB POSTING - TEMPLATES

Instructions:

1. Please select one of the templates below and update the template **using tracking changes**.
2. Please ensure you complete all 3 sections 1) Introduction, 2) Duties & Responsibilities 3) Qualifications.
3. Please note certain details (e.g., education requirements can not be changed from the template)
4. Please note that some items highlighted in red may need further customization depending on the type of research. You may also need to customize other items not highlighted in red as well; please do so using track changes.

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**Research Assistant I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Assistant I**. sites (e.g. long term care homes). The primary role of the Research Assistant I includes providing essential assistance, organizational and administrative support to research projects at a basic level. Tasks may include collecting and recording data through survey and in-depth interviewing, processing of data, following research procedures, screening of study participants including obtaining consent (if applicable), labeling and shipping samples and study related material. In general, the role provides project support for the Research team and Principal Investigators. Research Assistants also contribute to the funding and grant processes by providing information, helping quality check documentation, and liaising with internal and external partners.

Research may take place in a clinical, community, or laboratory setting and thus tasks may vary depending on the nature of the research.

This is an entry level role with potential for progression to level II and potentially Research Coordination.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

**Administrative Duties (60% of work time)**

* General office (incld. virtual) duties, e.g., filing, mailings, courier services, photocopying, printing, scanning, distributing information etc.
* Orders supplies, maintains inventory, and ensures supplies are accessible to research staff.
* Organizes office/lab space.
* Maintains calendars and manages complex scheduling requests.
* Develops correspondence and other relevant documentation, including letters, memos, reports, invoices, abstracts, forms etc. to support the activities of the research team and Principal Investigator.
* Reviews slides for webinars, written study reports, scientific meetings, and conferences.
* Organizes video/teleconference meetings for research studies, including contacting attendees, and preparing meeting materials.
* Participates in database processing and management.
* Coordinates communication between team, and external partners.
* Prepares REB/CTO submissions relative to the initiation and conduct of individual studies. Registers study protocols.
* Collects conflict of interest forms.
* Helps maintain CVs of the PIs, and external partners.
* Updates monitoring logs i.e., 70 freezer logs, sample storage logs, etc.
* Posts on social media (Facebook and Twitter).

**Research Duties (40% of work time)**

The Research Assistant I assist with the research activities needed for each project.

Non-Laboratory Research Tasks

* Collects, transcribes, organizes, quality controls, and enters study related data.
* Collects, compiles, updates, and provides basic statistical information, and other data to generate and prepare reports and other documentation to support study related data.
* Interacts with various departments such as pharmacy, laboratories, medical records, etc., and with internal and external stakeholders in order to provide administrative support.
* Performs literature searches/data mining on requested topics through databases and provide relevant articles to PI or research team.
* Understands, interprets, and processes data.
* May assist with manuscript and report writing, and literature reviews.
* Collects feedback from multiple partners on projects re: proposals, manuscripts, and dissemination tools (sometimes >50 authors) including record keeping of feedback and changes to authorship order.

Recruitment and Coordination of Study Participants

* Screens participants and obtains required documentation including obtaining consent.
* Collects data via phone calls, interviews.
* Recruits study participants, in collaboration with study team or staff at participating community organizations.
* Schedules interviews and participants.
* Follows strict protocols for participant interactions.
* Acts as the on-site point of contact for the studies at participating community/healthcare organizations.
* Administers quantitative surveys to study participants at participating community organizations using online survey tool (data collection).
* Facilitates compensation of study participants +under direction of study team/PI.
* Travels to participant sites as required.

Laboratory Tasks

* Prepares routine media, solutions, and reagents.
* Performs well-defined, routine and repetitive tests, experiments or other procedures.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting, and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting, and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Undergraduate Degree or 1 year of relevant experience OR demonstrable equivalent combination of specialized education and experience.

* TCPS CORE 2 is preferred (Completed within first 2 weeks of hire)
* Good clinical practice certificate is an asset (Completed within first 2 weeks of hire)
* Basic computer skills, particularly database, spreadsheet and word processing.
* Experience with a reference manager (i.e. EndNote, Mendeley, etc.) is an asset.
* Intermediate Organizational and time management skills, including multi-tasking and flexibility to adapt to changing workload.
* [Basic] Problem Solving
* [Intermediate] Communication (verbal/written) and interpersonal skills.
* [Basic] Computer Skills
* [Basic] Ability to work independently and as part of a team.
* [Basic] Excellent attention to detail.
* [Basic] Proven ability to learn new skills.
* [Basic] Progressively responsible experience in a clerical position.

**Research Assistant II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Assistant II**. Research Assistants work in a variety of departments and units set in clinics, laboratories, offices, and at research sites (e.g. long term care homes).

The primary role of the Research Assistant II includes providing essential assistance, organizational and administrative support to research projects. The Level II Research Assistant has more autonomy in participant interactions, provides day to day guidance to students and junior researchers, and is introduced to data analysis and reporting tasks. Additionally, this includes the Research Assistant I tasks such as collecting and recording data through survey and in-depth interviewing, collecting biological samples from participants, processing of data, following research procedures, screening of study participants including obtaining consent, labeling and shipping samples and study related material. Research Assistants also contribute to the funding and grant processes by providing information, helping quality check documentation, and liaising with internal and external partners.

Research may take place in a clinical, community, or laboratory settings and thus tasks may vary depending on the nature of the research.

This position builds on the Research Level I position and progresses to Research Coordination.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

**Research Duties (55% of work time)**

The Research Assistant II supports and assists the research activities needed for each project.

Non-Laboratory Research Tasks

* Collect, compile, update and provide basic statistical information and other data to generate and prepare reports and other documentation to support study related data and create data abstracts.
* Collect and assist in the processing and compilation, verification, maintenance, and archiving of research data.
* Collect, transcribe, organize, quality control, and data enter study related data.
* Support the preparation of forms (e.g., reimbursement forms, REB applications, contract submission forms).
* REB submission reviews (I am learning how to renew REB applications)
* May be the point of contact for external and internal partners for data collection purposes.
* May engage in data processing activities as needed for the project (i.e., Cleaning/coding data in specific programs).
* Conduct general coding/analysis of qualitative data.
* May assist research team with manuscript and report writing, including writing abstracts for papers, conferences, and 1-page summaries, and the creation of endnote files.
* Support manuscript preparation (providing overviews of methodology, and data collection metrics), and submission [IF APPLICABLE]
* Perform literature searches/data mining on requested topics through databases and provide relevant articles to PI or research team.
* Interact with various departments such as pharmacy, laboratories, medical records, etc. and with internal and external stakeholders in order to provide administrative support.
* Collect feedback from multiple partners on projects re: proposals, manuscripts, and dissemination tools (sometimes >50 authors) including record keeping of feedback and changes to authorship order.
* Interpretation and analysis of data
* Participate in/join committees (LKSI, UHT, REDI, CARESA, external).

Recruitment and Coordination of Study Participants

* Act as the on-site point of contact for the studies at participating community/healthcare organizations.
* Administer quantitative surveys to study participants at participating community organizations using online survey tool (data collection).
* Provide feedback to participants and research staff and arranges follow-ups, as required.
* Develop / maintain trusted relationships with participants, on- and off-site staff, community site contacts and stakeholders.
* Provide professional personal support, and coaching/guidance to research participants, identify and refer clients to health improvement resources and medical care (agencies/programs) as required.
* Provide personal guidance to study participants for specific health goals, ensure proper documentation of conversations, and progress tracking.
* Recruit study participants through various means, sometimes in collaboration with study team or staff at participating community organizations.
* Screen participants and obtain required documentation.
* Schedule interviews and participants.
* Develop and maintain accurate records of participant’s data and progress during projects (including eligibility criteria, recruitment info, sample collections, follow-up, and results of tests, and other relevant information).
* Complete participant assessments through general clinical procedures such as taking medical history, vitals, updating medication lists.
* Collect data via phone calls, interviews.
* Follow strict protocols for participant interactions.
* Prepare reimbursement forms and payment requisitions for study-related invoices and expenses.
* Facilitate compensation of study participants under direction of study team/PI.
* Provide nursing related patient/participant care.
* Travel to participant sites as required.
* Preparation for and collection of blood (phlebotomy)/biological samples from participants performed in the study site and then coordinating call for pickup and delivery to the laboratory

Laboratory Tasks

* Prepare routine media, solutions, and reagents.
* Perform well-defined, routine, and repetitive tests, experiments, or other procedures.

**Administrative Duties (40% of work time)**

* Develop correspondence and other relevant documentation, including letters, memos, reports, invoices, abstracts, forms etc. to support the activities of the research team and Principal Investigator.
* Coordinate communication between team and external partners including formatting/communicating strategies with stakeholders (study updates and newsletters); and sending mass emails to end users of research
* Participate in database processing and management.
* Organize video/teleconference meetings for research studies, including contacting attendees and preparing meeting materials.
* Help log manuscript submissions.
* Maintain calendars and manage complex scheduling requests.
* Prepare REB/CTO submissions relative to the initiation and conduct of individual studies. Register study protocols.
* Collect conflict of interest forms.
* Help maintain CVs of the PIs, and external partners.
* With support from study team/PI creates slides for webinars, written study reports scientific meetings, and conferences.
* General office (incld. virtual) duties, e.g., filing, mailings, courier services, photocopying, printing, scanning, distributing information etc.
* Update lab licenses for all laboratories used within a trial.
* Update monitoring logs i.e., 70 freezer logs, sample storage logs, etc.
* Post on social media (Facebook and Twitter).

**Day to Day Project and Staff Guidance Tasks (5% of work time)**

* May assist in training research students, new recruits (Research Assistant I’s), summer students, Ph.D. students in collecting data, and coordinating summer student’s schedules.
* May support onboarding and mentoring of incoming research assistants, providing them with resources to conduct their day-to-day tasks, answering all of their questions, supporting them as they integrate into the team.
* May handle operations of the research team (incl. Research contracts, research financial (invoices, p-card, payment requisitions forms), HR (payroll, job descriptions, interviews), budgets, education (courses), reporting deadlines, and overall day to day management of the team's resources (ordering supplies, manage office space).

## Performs cross functional and other duties as assigned and/or requested.

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Undergraduate Degree **and** 1 year of relevant experience, OR demonstrable equivalent combination of specialized education and experience.

* TCPS CORE 2 is preferred (Completed within first 2 weeks of hire)
* Health Canada Division 5 is preferred (Completed within first 2 weeks of hire)
* Good clinical practice certificate is an asset (Completed within first 2 weeks of hire)
* Responsible Conduct of Research is an asset
* GIS (Geographic information System) certificate is an asset
* Bachelor of Science in Nursing is an asset
* Phlebotomy workshop/certificate or lab tech course is an asset
* SOCRA recommended
* Clinical Research certificate is an asset
* RN is an asset
* Degree in Nursing is an asset
* Demonstrated knowledge of project’s topic.
* Demonstrated knowledge of medical and scientific terminology.
* Social media skills are an asset.
* Demonstrated understanding of mental health concepts and counseling is an asset.
* Knowledge of research ethics, confidentiality, and documentation standards.
* Comfortable working with data sets an asset.
* Previous experience working a lab is an asset
* Awareness of social determinants of health, sensitivity and awareness of issues impacting research participants. Clinical skills for working with vulnerable groups is preferred
* Strong computer skills, particularly database, spreadsheet, and word processing.
* Ability to learn and use reference management systems and research databases.
* PowerPoint skills: able to develop slide decks that help create interest/visual appeal in presentations is an asset.
* Experience with a reference manager (i.e. EndNote, Mendeley, etc.) is preferred.
* Statistical knowledge and analysis, Windows access, advance excel training is an asset
* Statistical programming skills (E.g., Stata, R/R Studio, SPSS, SAS, etc.) are an asset.
* [Intermediate] Excellent communication (verbal/written) and interpersonal skills are necessary
* [Intermediate] Able to keep written records
* [Intermediate] Able to understand written and verbal direction
* [Intermediate] Progressively responsible experience in a clerical position
* [Intermediate] Patience, compassion, Non-judgmental and interest serving priority populations.
* [Basic] Problem Solving
* [Basic] Computer Skills
* [Basic] Ability to work independently and as part of a team
* [Basic] Excellent attention to detail
* [Basic] Proven ability to learn new skills
* [Basic] Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to changing workload
* [Basic] Ability to work in a diverse team environment
* [Basic] Ability to work long hours to complete complex/delayed tasks
* [Basic] Able to take initiative
* [Basic] Able to work in a fast paced, adaptable environment.

**Research Coordinator I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Coordinator I**. Research Coordinators work in a variety of departments and units set in clinics, offices, and at research sites (e.g., long term care homes).

The role of the Research Coordinator I is to conduct the day-to-day coordination of research activities and implementation of projects involving quantitative and qualitative methodologies, assist with the building of study infrastructure, and development of future projects. This individual supports communications, and operations of programs. They are responsible for administrative duties pertaining to the research projects including maintenance of study records, quality assurance and ensuring the integrity of study data. Examples of the kind of work include developing and implementing strategies to disseminate and increase the uptake of guidelines, building strong supportive relationships amongst diverse stakeholders, and evaluating implementation projects using qualitative and quantitative research skills. The Research Coordinator is responsible for assisting with data analyses, liaising with community partners, and coordinating project committees.

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**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

**Administrative Duties (50% of work time)**

* + Creates trainings, manuals, e-learning content as needed.
	+ Organizes, facilitates, and runs meetings with internal teams, and external stakeholders.
	+ Facilitates the communication plan for internal and external stakeholders. Disseminates information as needed.
	+ Ensures maintenance, collection, transcription, and entry of study related data, in accordance with hospital and privacy regulations.
	+ General office duties e.g., filing, mailings, courier services, ensuring stocked and maintained inventory /supplies/equipment/software.
	+ Designs all source documents (templates, tracking files, forms, guidance documents) for the collection, and management of information/data.
	+ Organizes, sets up, and maintains equipment (e.g. chromebooks/google enterprise).

**Research Specific Tasks (40% of work time)**

* Plans, organizes, directs, controls, and evaluates the activities and operations of scientific research or quality control.
* Ongoing coordination of study activities; day to day project management of timelines, resources, deliverables, and study tasks.
* Quantitative and qualitative data collection, including designing interview guides, surveys, selecting/screening test sample, cleaning/coding data, and conducting interviews.
* Coordinates participants and helps with screening /recruitment.
* Liaises with multiple internal and external stakeholders at local and international levels, navigates stakeholder relationships, and responds proactively to anticipated challenges.
* Contributes to the presentation of research related information: reports, proposals, publications, presentations, manuscripts, abstracts, newsletters, posters etc.
* Manuscript writing/revising; data analysis, including screening abstracts, and full text of research articles, and performs reference scanning for scoping, and systematic reviews.
* Helps develop processes, tools (workflow, Gantt charts), and resources to support team members, and projects.
* May participate directly in the design, development, and inspection of technical projects, or in the theoretical or applied scientific work of the department.
* Helps prepare specifications, presentations, and report preparations in consultation and negotiation with multiple stakeholders.
* Troubleshoots/solves logistical and technical obstacles.
* Supports proposals (RFP), and grant application process and protocols.
* Prepares grant letters of support.
* Biological sample collection (Phlebotomy, dry blood spot testing etc.), processing and shipping according to TDG/IATA
* Maintains awareness of health and research news, events, and current high-profile research activities.

**Day to day project and staff guidance tasks (10% of work time)**

* May train, coordinate, and/or delegate tasks (including overseeing quality control of submitted assignments) to Research Assistants, casual staff, and internal/external collaborators.
* May recruit and onboard personnel (e.g., peer navigators, students) and oversee development and maintenance of staff competence in required areas.
* May conduct some conflict resolution.
* May help review the technical work of the department or project teams.
* May develop and implement policies, standards and procedures for the scientific and technical work performed in the department.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Undergraduate Degree and 2 years of relevant experience, OR demonstrable equivalent combination of specialized education and experience.

* Health Canada Division 5 is preferred (Completed within first 2 weeks of hire)
* TCPS CORE 2 is an asset (Completed within first 2 weeks of hire)
* Good clinical practice certificate is an asset (Completed within first 2 weeks of hire)
* RCR (Responsible conduct of Research) is an asset
* RN is an asset
* Degree in Nursing is an asset
* Bachelor of Science in Nursing is an asset
* Phlebotomy workshop/certificate or lab tech course is an asset
* SOCRA is an asset
* GIS (Geographic information System) certificate is an asset
* Clinical Research certificate is an asset
* Basic understanding of science, including applicable theories, frameworks, and models.
* Project coordination skills.
* Knowledge of Healthcare research.
* Experience with plain language writing is an asset.
* Experience working with a diversity of stakeholders is an asset.
* Knowledge of applied research.
* Quantitative research experience.
* Qualitative research experience.
* Experience with technical writing.
* Basic computer skills with Microsoft Office experience, and database software.
* Experience with video conferencing software. (Zoom, Microsoft Teams etc.)
* Familiarity with Project Management software. (Teamworks, Microsoft Project etc.)
* Experience with a reference manager (i.e. EndNote, Mendeley, etc.) is preferred.
* Statistical software (e.g. SPSS, SAS, Stata, R/R Studio, Access etc.) is preferred.
* Knowledge of survey software (Survey Monkey, Qualtrics, REDCap) is an asset.
* Qualitative analysis software (e.g.NVIVO) is an asset.
* [Intermediate] Aptitude for analytical problem solving skills.
* [Intermediate] Excellent verbal, written, and interpersonal communication skills.
* [Intermediate] Awareness and sensitivity to diverse communities and priority populations (BIPOC, LGBT+, people who use drugs, experiencing homelessness or have health issues etc.).
* [Intermediate] Empathy and ability to cope with emotionally difficult situations participants may be facing.
* [Intermediate] Professional.
* [Intermediate] Self-motivated.
* [Intermediate] Punctual.
* [Basic] Organization skills and ability to manage multiple projects simultaneously.
* [Basic] Ability to work in a fast paced, adaptable environment.
* [Basic] Computer skills
* [Basic] Reference managers (i.e. EndNote, Mendeley, etc.)
* [Basic] Ability to work independently and as part of a team.
* [Basic] Attention to detail.
* [Basic] Proven ability to learn new skills.
* [Basic] Ability to assimilate new information, and concepts quickly.

**Research Coordinator II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Coordinator II**. Research Coordinators work in a variety of departments and units set in clinics, offices, and at research sites (e.g. long term care homes).

The role of the Research Coordinator II is to conduct and lead the day to day coordination of research activities and implementation of projects involving quantitative and qualitative methodologies, assisting with the building of study infrastructure, and developing future projects. This individual supports communications, and operations of programs. The Research Coordinator II is responsible for administrative duties pertaining to the research projects including maintenance of study records (from maintaining training logs to submitting clinical trial applications to Health Canada), quality assurance and ensuring the integrity of study data. Examples of the kind of work include developing and implementing strategies to disseminate and increase the uptake of guidelines and SOP’s, building strong supportive relationships amongst diverse stakeholders, and evaluating implementation projects using qualitative and quantitative research skills. Research Coordinators II are responsible for ensuring participants and their data are collected within the research and ethical standards, and that proper research practices are followed at all times.

The Level II Research Coordinator position will build upon the Level I duties, reducing volume in some repetitive tasks but increasing complexity and variety of administrative tasks (e.g. more involvement with budget oversight, and application processes). The Level II position gains autonomy and complexity over research activities.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

This position includes all of the duties/responsibilities of the Research Coordinator I position, as well as:

**Research Duties (50% of work time)**

* Coordinates projects with little direction and provides broader project strategic direction.
* Ongoing coordination of study activities; day to day project management of timelines, resources, deliverables, and study tasks.
* Assists Principal Investigator in the initiation of new research, consulting on search criteria, strategies, brainstorming, etc.
* Supports and coordinates proposals (RFP), and grant application processes and protocols/SOP's. Develops, and reviews content.
* Seeks out potential sources of funding and aids in the grant preparation.
* Prepares grant letters of support.
* Develops, and reviews content in proposals, grant applications, and protocols.
* Quantitative and qualitative data collection, including designing interview guides, surveys, selecting/screening test sample, cleaning/coding data, and conducting interviews.
* May participate directly in the design, development, and inspection of technical projects, or in the theoretical or applied scientific work of the department.
* Leads presentation of research related information: reports, proposals, publications, manuscripts, abstracts, newsletters, posters etc.
* Prepares, and presents research at conferences and other meetings.
* Prepares specifications, presentations, and reports in consultation and negotiation with multiple stakeholders.
* Writes manuscripts, prepares tables and figures, submits manuscripts, and makes revisions.
* Conducts and may lead study assessments and reports, literature reviews, data analysis etc.
* Plan, design, coordinate and execute quantitative and qualitative data analysis and report writing.
* May write, or consult on protocols (including feasibility assessment), and interpret and execute sponsor provided protocols.
* Contributes to the interpretation and implementation of project goals, protocols, and plans (including risk management).
* Creates evidence-based solutions, or high-level plans when necessary.
* Develops processes, tools (workflow, Gantt charts), and resources to support team members, and projects.
* May also collaborate with subject matter experts to draft SOP's.
* Identifies, streamlines, and implements project efficiencies.
* Monitors, and controls research regulations, quality, and guidelines, including ethical (e.g., REB submissions), and safety protocols.
* Develops, and designs training modules for projects.
* Responsible for management, preparation, and oversight of monitors/audits.
* Interacts with multiple stakeholders from sponsoring agencies to research participants. Acts as a knowledge broker and user to add framing for policy recommendations. Disseminates reports and presentations to stakeholders.
* Provides logistical support in collaboration with funding partners, confirms and maintains budgets, and arranges forms/liaisons between funder, finance, and homes.
* Writes and administers informed consent forms.
* Manages, oversees, and coordinates participating sites for PI initiated research.
* Coordinates participants and helps with screening /recruitment, including following up with participants.
* Works with research finance to issue payments for participants or internal hospital departments.
* Ensures accurate distribution of honoraria. / Prepares invoices and reimbursements to external institutions.
* Manages honorarium logs, ensuring signatures for each participant.
* Biological sample collection (Phlebotomy, dry blood spot testing etc.), processing and shipping according to TDG/IATA.
* Explains study drug dosing procedures to patients, monitor compliance, adherence, and uses methods such as "teach back" to ensure that patients understand what is required of them.
* Oversees/Coordinates multiple trials across multiple sites (e.g., ensuring MTAs/DTAs are in place at all sites and helping with REB queries to ensure approvals are in places at participating sites).
* Coordinates visits utilizing clinical services in a hospital where competing needs for space are constantly fluctuating, while also being mindful of safety protocols.
* Maintains awareness of health and research news, events and current high-profile research activities.

**Administrative Duties (35% of work time)**

* Designs all source documents (templates, tracking files, forms, guidance documents) for the collection, and management of information/data.
* Creates trainings, manuals, e-learning content as needed.
* Creates the communication plan for internal and external stakeholders.
* Organizes, facilitates, and runs meetings with internal teams, and external stakeholders.
* Ensures maintenance, collection, transcription, and entry of study related data, in accordance with hospital and privacy regulations.
* Shift scheduling.
* Preparation and submission of research contracts.
* May plan research-related events, publication, and knowledge translation events (including food vendor organization, and event advertising and marketing).
* Liaises with external vendors and research contracts to set up contracts with external vendors - service provider agreements, data transfer agreements.
* Facilitates shipment of investigational devices to clinical sites (health centres).
* May design infographics.
* Submits applications to privacy teams and responds to privacy concerns about research conduct and ensure that projects comply with all policies.
* Leads website review/updates- liaising with developers, social media engagement and designing graphics for posters, websites, etc. May help build apps.
* Ensures completion and protection of confidentiality agreements, contracts, clinical site agreements etc. in collaboration, correspondence, and negotiation with legal and REB teams.

**Day to day project and staff guidance (15% of work time)**

* Coordinates, trains, mentors, and delegates tasks (including overseeing quality control of submitted assignments) to Research Assistants, volunteers, students, casual staff, internal/external collaborators, and Research Coordinator I's.
* Assists with hiring and onboarding new staff and supports team members through capacity building, and coaching.
* May supervise researcher staff in other research sites across Canada.
* Supports team growth and encourages collaboration and team-focused approaches.
* Resolves conflict.
* May organize overall strategic plan, implementing quality control measures.
* Manages/supervises small reviewer teams, delegating tasks and coordinating deadlines with reviewer availability, ensuring the forward movement of multiple research projects simultaneously.
* Reviews colleagues writing, making sure they are clear to lay audiences.
* May develop and implement policies, standards and procedures for the scientific and technical work performed in the department.
* Manages bank accounts for dispersal of honorariums, through cash, e-transfers, gift card purchases etc.
* Reports on finances, prepares budgets, and handles invoicing (to sponsors, vendors, funding agencies, internal departments etc.).
* Prepares reports for funding agencies, and other internal or external stakeholders.
* Makes sure service provider invoices are paid. Files those invoices. Responsible for paying vendor invoices/ procurement invoices, credit card/p card management (company card).
* Sets up petty cash floats and financial reconciliation of cash floats.
* Sets up contracts with vendors, research finance (PMO account, honorariums, petty cash, disseminating honoraria).
* Completes Health Canada regulatory inspections for regulated clinical trials and supports the institution and the investigator in maintaining compliant practices.
* Facilitates clinic monitoring visits. Requires onboarding of monitors as research volunteers.
* Negotiates budgets with external and internal stakeholders.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Undergraduate Degree and 3 years of relevant experience, OR demonstrable equivalent combination of specialized education and experience.

* GCP certificate. (Completed within first 2 weeks of hire)
* Health Canada Division 5. (Completed within first 2 weeks of hire)
* TCPS CORE 2 is preferred. (Completed within first 2 weeks of hire)
* RCR (Responsible conduct of Research) is an asset.
* Clinical Research certificate is preferred.
* RN is an asset.
* Degree in Nursing is an asset.
* Bachelor of Science in Nursing is an asset.
* Phlebotomy workshop/certificate or lab tech course is an asset.
* SOCRA is an asset.
* GIS (Geographic information System) certificate is an asset.
* Intermediate understanding of science, including applicable theories, frameworks, and models.
* Familiarity with medical/healthcare terminology.
* Understanding of systemic power structures and their effect on individual and public health.
* Experience with navigating ethics boards and grant funding applications.
* Knowledge of Healthcare research.
* Experience with plain language writing.
* Project coordination experience.
* Project Management skills are an asset.
* Experience working with a diversity of stakeholders is an asset.
* Knowledge of applied research.
* Quantitative research experience.
* Qualitative research experience.
* Experience with technical writing.
* Prior clinical experience.
* Familiarity with knowledge translation.
* Knowledge of basic statistics an asset.
* Ability to travel across Canada.
* Strong computer skills with Microsoft Office (Word, Excel, Powerpoint) experience, and database software.
* Experience with a reference manager (i.e EndNote, Mendeley, etc.).
* Experience with video conferencing software (Zoom, Microsoft Teams etc.).
* Project Management software (Teamworks, Microsoft Project etc.).
* Statistical/Data analysis software (e.g. SPSS, SAS, R, Strata,R/R Studio, Access, etc.).
* Qualitative analysis software (e.g.NVIVO) is an asset.
* Knowledge of survey software (Survey Monkey, Qualtrics, REDCap).
* Graphic design software (e.g. Canva, Visme paint, or Photoshop etc.) is an asset.
* [Intermediate] Project Coordination
* [Intermediate] Computer skills
* [Intermediate] Excellent verbal, written, and interpersonal communication skills.
* [Intermediate] Ability to work independently and as part of a team.
* [Intermediate] High attention to detail.
* [Intermediate] Proven ability to learn new skills.
* [Intermediate] Ability to assimilate new information, and concepts quickly.
* [Intermediate] Awareness and commitment to diverse communities and priority populations (BIPOC, LGBT+, people who use drugs experiencing homelessness, or have health issues etc.).
* [Intermediate] Empathy and ability to cope with emotionally difficult situations participants may be facing.
* [Intermediate] Self-driven and takes initiative.
* [Basic] Leadership skills.
* [Intermediate] Able to appropriately conduct themselves and interact with stakeholders accordingly.
* [Intermediate] Self-motivated.
* [Intermediate] Ability to work in a fast paced, adaptable environment.
* [Intermediate] Aptitude for analytical problem solving skills.
* [Intermediate] Ability to meet deadlines, punctual.

**Research Coordinator III**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Coordinator III.** Research Coordinators work in a variety of departments and units set in clinics, offices, and at research sites (e.g. long term care homes).

The role of the Research Coordinator III is to conduct and lead the execution of project design, and day to day management of research activities and implementation of projects involving quantitative and qualitative methodologies, including the building of study infrastructure, and development of future projects. This individual supports communications, operations of programs, and supports the actual team in the collection of study data including recruitment, consent, conduct of interviews, and administration of study tools and data. The Research Coordinator III has high level administrative oversight ensuring proper maintenance of study records, quality assurance, and integrity of study data. They can also monitor financial processes including payments, invoicing of funds and costs, and processing of honoraria to study subjects. Examples of the kind of work include developing and implementing strategies to disseminate and increase the uptake of guidelines, building strong supportive relationships amongst diverse stakeholders, and evaluating implementation projects using qualitative and quantitative research skills. The Research Coordinator III is responsible for assisting with data analyses, liaising with community partners, and coordinating a project steering committee.

Level III builds upon the Level II duties and increases autonomy while also increasing complexity of tasks. They gain further day to day guidance of processes and junior staff.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

All duties assigned to Coordinator I and II in addition to increasing managerial responsibility as experience develops:

**Research Duties (65% of work time)**

* Initiates and develops proposals (RFP), and grant application processes and protocols. Develops, and reviews content.
* Assists Principal Investigator in the initiation of new research, including drafting initial research protocol, and identifying strategic opportunities.
* Supports, and mentors team members, and provides guidance in project activities, and challenges.
* Ongoing coordination of study activities; day to day project management of timelines, resources, deliverables, and study tasks.
* Chairs research group meetings.
* Quantitative and qualitative data collection, including designing interview guides, surveys, selecting/screening test sample, cleaning/coding data, and conducting interviews.
* Leads presentation of research related information: reports, proposals, publications, presentations, manuscripts, abstracts, newsletters, posters etc. Coordinates all the authors, adheres to each journals specific writing standards and communicates with reviewers and editors.
* Leads and conducts study assessments and reports, literature reviews, data analysis etc.
* Reviews and analyzes scientific data surrounding specific area of research.
* Contributes to the interpretation and implementation of project goals, protocols, and plans (including risk management).
* Proactively develops processes, tools (workflow, Gantt charts), and resources to support team members, and projects.
* Develops, implements, and refines research protocols, processes, and documentation.
* May participate directly in the design, development, and inspection of technical projects, or in the theoretical or applied scientific work of the department.
* Interacts with multiple stakeholders from sponsoring agencies to research participants. Acts as a knowledge broker and user to add framing for policy recommendations. Disseminates reports and presentations to stakeholders.
* Prepares specifications, presentations, and reports in consultation and negotiation with multiple stakeholders.
* Monitors, and controls research regulations, quality, and guidelines, including ethical (e.g. REB submissions), and safety protocols. Ensures proper forms/applications are complete and adhered to.
* Provides strategic guidance for proposals, grant applications, and protocols.
* Provides logistical support in collaboration with funding partners, confirms and maintains budgets, and arranges forms/liaisons between funder, finance, and homes.
* Identifies and provides guidance for training opportunities.
* Prepares and presents research at conferences, and other meetings.
* Prepares grant letters of support.
* Participates in /joins committees (LKSI, UHT, REDI, CARESA, external).
* Coordinates participants and helps with screening /recruitment.
* Responsible for ensuring honoraria are paid out accurately, on time, and in accordance with UHT policies and procedures.
* Biological sample collection (Phlebotomy, dry blood spot testing etc.), processing and shipping according to TDG/IATA.
* Statistical analysis planning, execution, and interpretation incld. qualitative and/or statistical analyses.
* Maintains awareness of health and research news, events, and current high-profile research activities.
* Ensures study drug dosing procedures are explained to patients, compliance monitoring procedures are in place, and creates/refines dosing procedures.
* Provides patient care (including explaining and getting consent from patient and physical examinations, such as taking blood), point of contact for patient.

**Day to day project and staff guidance tasks (25% of work time)**

* May oversee staff including approving vacations, time off, conflict resolution and problem solving between staff and stakeholders, leads performance approval plans for their project, and sets targets/goals/strategic plans.
* Provides training, mentorship, and day to day guidance of Research Assistants, Research Coordinators, interviewers, students, and other staff through capacity building, coaching to ensure research guidelines and best practices are being followed.
* Supports team wellbeing/growth/recruitment, encourages collaboration, and team-focused approaches. Promotes a cross-functional approach within their program.
* Leads the execution of a project, manages a project team, and oversees the project ensuring it runs smoothly, while identifying strategic opportunities. Ensures conflicts are resolved appropriately and professionally.
* Provides academic support and guidance to graduate students, helping them with topic selection for their thesis, getting access to data, and reviewing their work.
* Creates project goals/targets and works and collaborates to lead research objectives/goals/targets.
* May develop and implement policies, standards and procedures for the scientific and technical work performed in the department.
* Maintains project budget.
* Provides guidance about project financials, equipment purchases, and facilitates procurement of services/supplies for research projects.
* May engage in financial tasks such as managing accounts, and budgets over multiple projects and activities. Financially opening up activities and closing them.
* Manages bank accounts for dispersal of honorariums, through cash, e-transfers, gift card purchases etc.
* Generates personnel and payroll reports.
* Develops and/or authorize payment schedules.
* Initiate/develop contract processes.
* Fosters positive and sustainable partnerships with internal and external stakeholders.
* Negotiates budgets with external and internal stakeholders.
* Responsible for all regulatory inspections for regulated clinical trials and supports the institution and the investigator in maintaining compliant practices.

**Administrative Duties (10% or work time)**

* Leads meetings with internal teams, and external stakeholders.
* Creates the communication plan for internal and external stakeholders and leads knowledge translation activities with stakeholders.
* Ensures Maintenance, collection, transcription, and entry of study related data, in accordance with hospital and privacy regulations.
* Helps log manuscript submissions, following up resubmission needs, and reviewing other's writing including making sure writing is clear to lay audiences.
* Provide approvals for Inventory management, ordering supplies and maintenance.
* Provides clerical/administrative support, and actions strategic direction for projects.
* Develops written reports, and financial reports for funders.
* May conduct knowledge translation for website and works with internal media teams.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Clinical Research: Masters with 5 years of relevant experience

Community Health Research: Masters Degree and more than 3 years of relevant experience,

OR Demonstrable equivalent combination of specialized education and experience.

* TCPS CORE 2. (Completed within first 2 weeks of hire)
* GCP certificate. (Completed within first 2 weeks of hire)
* Health Canada Division 5. (Completed within first 2 weeks of hire)
* RCR (Responsible conduct of Research) is an asset.
* RN is an asset
* Degree in Nursing is an asset
* Bachelor of Science in Nursing is an asset
* Phlebotomy workshop/certificate or lab tech course is an asset
* Certification through the Association of Clinical Research Professionals (ACRP) or the Society of Clinical Research Associates (SOCRA) is an asset
* GIS (Geographic information System) certificate is an asset
* Clinical Research certificate.
* Project coordination experience.
* Project Management skills are preferred.
* Experience developing, and coordinating research ethics materials, processes, and grant funding applications.
* Knowledge of Healthcare research.
* Demonstrated knowledge of medical and scientific terminology, including applicable theories, frameworks, and models.
* Knowledge of medical/healthcare terminology.
* Understanding of systemic power structures and their effect on individual and public health.
* Experience with plain language writing.
* Experience developing, translating, and disseminating knowledge to a variety of stakeholder groups.
* Experience developing and facilitating stakeholder meetings and learning opportunities. Experience developing opportunities for participation and community engagement.
* Experience working with a diversity of stakeholders is an asset.
* Knowledge of applied research.
* Quantitative research experience.
* Qualitative research experience.
* Experience with technical writing.
* Experience with conducting clinical trials, and implementation research.
* Knowledge of basic statistics preferred.
* Ability to travel across Canada.
* Familiarity with disease specific treatments and terminology.
* Excellent computer skills with Microsoft Office experience (Word, Powerpoint, and particularly Excel), and database software.
* Experience with a reference manager (i.e. EndNote, Mendeley, etc.).
* Experience with video conferencing software (Zoom, Microsoft Teams etc.).
* Knowledge of survey software (Survey Monkey, Qualtrics, REDCap Nvivo).
* Project Management software (Teamworks, Microsoft Project etc.).
* Statistical/Data analysis software (e.g. SPSS, SAS, R, Strata,R/R Studio, Access, etc.).
* Qualitative analysis software (e.g. NVIVO) is an asset.
* Graphic design software (e.g. Canva, Visme paint, or Photoshop etc.) Is an asset.
* [Advanced] Project Coordination
* [Advanced] Computer skills
* [Advanced] Excellent verbal, written and interpersonal communication skills, and able to adapt communication to multiple stakeholders.
* [Advanced] Self-driven and takes initiative.
* [Advanced] High attention to detail.
* [Advanced] Ability to work independently and as part of a team.
* [Advanced] Proven ability to learn new skills.
* [Advanced] Ability to assimilate new information, and concepts quickly.
* [Advanced] Consistent documentation skills.
* [Advanced] Awareness and commitment to diverse communities and priority populations (BIPOC, LGBT+, people who use drugs experiencing homelessness, or have health issues etc.).
* [Advanced] Empathy and ability to cope with emotionally difficult situations participants may be facing.
* [Advanced] Self-motivated.
* [Advanced] Ability to work in a fast paced, adaptable environment.
* [Advanced] Critical thinking with an aptitude for analytical problem-solving skills, and independent decision making.
* [Advanced] Ability to meet deadlines, punctual.
* [Intermediate] Leadership skills. Ability to delegate tasks with clear instructions.
* [Intermediate] Financial acumen.
* [Intermediate] Able to appropriately conduct themselves and interact with stakeholders accordingly.

**Research Technician I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a Research Technician I. Research Technicians work in a variety of departments and units typically set in the laboratory. They work with biological samples (human or animal), and animals such rodents and fish.

This position performs routine laboratory-based research activities involving tests, experiments, techniques, and procedures as well as assisting in study administration. This position requires the ability to strictly adhere to research protocol and work with the Investigator and senior lab members to carry out various technical aspects of the research study while also providing clerical support.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

**Laboratory Duties (45% of work time)**

* Perform well-defined, routine, or repetitive tests, experiments, or other procedures.
* Prepare routine media, solutions, and reagents, doing routine assays following prescribed methods.
* Records test results as is and will make best efforts to note unusual occurrences.
* Animal handling and restraint.
* Colony maintenance and health monitoring.
* Collection, transcription, and entry of study related data onto standard forms.
* Collect and coordinate signatures on ethics or animal care committee applications.
* Perform literature searches on requested topics through library database and provide relevant articles to PI or research team.
* Assist with the preparation, processing, and testing of biological samples (human or animal).
* Attend and participate in lab meetings, phone conferences, actively participate in ensuring laboratory efficiency and safety, and communicate and coordinate effectively with the lab members and their research collaborators.
* Observe details and maintain accurate records of experiments and results.
* Log samples and related pertinent information.
* Gather and compile experimental results and assist in the preparation of data for reports and publications.
* Recognize and investigate apparent reasons for obvious deviations in results obtained.

**Administrative Duties (30% of work time)**

* + - General office duties e.g., filing, mailings, courier services, photocopying, etc.
		- Maintain data documentation, physical and logistical storage of records, in accordance with hospital policies and relevant privacy regulations.
		- Monitor and order supplies.
		- Routine organization and maintenance of laboratory space, supplies and equipment.
		- Update lab monitoring logs as applicable i.e. – 70 freezer logs, sample storage logs, etc.
		- Update lab licenses on file with research facilities for all laboratories used within a study (collect relevant safety information, permits etc. from team members).
		- Provide administrative support.

**Non-Laboratory Research Tasks (25% of work time)**

* Collection, transcription, and entry of study related data onto standard forms.
* Collect and coordinate signatures on ethics or animal care committee applications.
* Perform literature searches on requested topics through library database and provide relevant articles to PI or research team.
* Compile data, analyzes and interprets experiment results or data.
* Preparation of scientific summaries, reports, slides, presentations, and scientific manuscripts will also be required.
* Write a variety of documents such as technical and procedural sections for research reports and standard operating procedures.
* Maintain an appropriate knowledge base by performing regular reviews of the literature and stay updated on procedure manuals for experimental and laboratory standards.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Graduate of community college with relevant basic laboratory experience OR demonstrable equivalent combination of specialized education and experience.

* Demonstrated knowledge of medical and scientific terminology is an asset.
* Basic laboratory skills: pipetting, cell culture, making and buffering solutions is an asset.
* [Advanced] Attention to detail and proven ability to learn new skills.
* [Intermediate] Organizational skills to manage multiple routine tasks in a timely manner and flexibility to adapt to changing workload.
* [Basic] Computer Skills
* [Basic] Good communication (verbal/written) and interpersonal skills are necessary.
* [Basic] Ability to work independently and as part of a collaborative team.
* [Basic] Able to keep detailed written records.
* [Basic] Able to understand written and verbal directions.

**Research Technician II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a Research Technician I. Research Technicians work in a variety of departments and units typically set in the laboratory. They work with biological samples (human or animal), and animals such rodents and fish.

This position performs routine, along with some ad hoc laboratory-based research activities involving laboratory research tests, experiments, techniques, and procedures. This position requires the ability to strictly adhere to research protocol and work with the Investigator and senior lab members to carry out various technical aspects of the research study while also providing clerical support. This position also introduces data analysis and experiment design. This position is building on the skills and knowledge obtained as a Research Technician I.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

This position includes all of the duties/responsibilities of the Technician I position, as well as:

**Laboratory/Animal Tasks (50% of work time)**

* Establishes, optimize, and troubleshoots new experiments/assays when first start in lab.
* Ensure appropriate equipment and/or new reagents are purchased the first time the lab is buying them for new research.
* Select and prepare equipment for routine/intermediate experiments and/or assays and collaborating to determine lab set up requirements.
* Perform well-defined, repetitive, routine experiments, or other procedures and occasionally assists with intermediate experiments as needed.
* Apply established standards when performing routine/intermediate level experiments and prepares biological samples (human or animal) for research projects and/or experiments.
* Collect experimental data, verifying results and passes on findings by performing routine data entry.
* Animal handling and restraint.
* Colony maintenance and health monitoring.
* Animal anesthesia monitoring and surgical nursing.
* Obtain animal blood sample and administer injections.
* Perform minor surgery and/or microsurgery on animals (not in the peritoneal or thoracic cavities).
* Perform routine maintenance, calibration and troubleshooting on laboratory instruments.
* Follow rules and procedural instructions when working within and maintaining a biohazardous research environment.
* Provide basic technical support to trainees on good laboratory practices.
* Attend and participate in lab meetings, phone conferences, actively participate in ensuring laboratory efficiency and safety, and communicate and coordinate effectively with the lab members and their research collaborators.
* Observe details and maintain accurate records of experiments and results.
* Gather and compile experimental results and assist in the preparation of data for reports and publications.
* Recognize and investigate apparent reasons for obvious deviations in results obtained.
* Research regulations, compliance and guidelines with the Animal Care and Use Program

**Non-Laboratory Research Tasks (25% of work time)**

* Collection, transcription, and interpretation of data, and preparing statistical reports.
* Present research related technical information, including assisting with methods sections of study reports when necessary.
* Assist in basic analysis of research data by performing tasks such as assembly, compilation, and summary of statistical and other data.
* Perform literature searches on requested topics through library database and provide relevant articles to PI or research team.
* Monitor and prioritize workflow to ensure accurate and timely reporting of results.
* Maintain accurate records of procedures, animals, samples, and inventories
* Participate in data analysis and manuscript preparation
* Compile data, analyzes and interprets experiment results or data.
* Preparation of scientific summaries, reports, slides, presentations, and scientific manuscripts will also be required.
* Maintain an appropriate knowledge base by performing regular reviews of the literature and stays updated on procedure manuals for experimental and laboratory standards.
* Write a variety of documents such as technical and procedural sections for research reports and standard operating procedures.

**Administrative Duties (25% of work time)**

* General office duties e.g., filing, mailings, courier services, photocopying, etc.
* Monitoring and ordering supplies.
* Routine organization and maintenance of laboratory space, supplies and equipment.
* Maintain data documentation, physical and logistical storage of records, in accordance with hospital policies and relevant privacy regulations.
* Design and update source documents, study materials, etc.
* Submission of safety reports to the Animal Care Committee within a timely manner.
* Update lab monitoring logs as applicable i.e. – 70 freezer logs, sample storage logs, etc.
* Update lab licenses on file with research facilities for all laboratories used within a study (collect relevant safety information, permits etc. from team members).
* Provide administrative support.
* Assist with developing standard operating procedures, maintain and document facility sanitation, and ensure safety procedures are followed, documented, and maintained.
* Inform the Facility Manager of issues that arise or need repair to maintain the required standards.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

College Diploma with 3 years related experience or Bachelors of Science with 1 year related experience OR demonstrable equivalent combination of specialized education and experience

* Specialization in Molecular Biology, and for microscopy. [ASSET]
* Demonstrated knowledge of medical and scientific terminology, preferred.
* Basic laboratory skills, familiar with molecular, biochemical and/or immunological techniques.
* Familiar with handling of rodents for experimentation, colony maintenance and health monitoring.
* Experience maintaining material and lab equipment.
* Experience with surgical, and microsurgical, techniques (survival surgery under anesthesia, and non-survival surgery) is required
* Must be comfortable and have experience working with animals
* Must have basic knowledge of animal anatomy and physiology
* Basic computer skills, particularly database, spreadsheet, and word processing.
* Software compatible with machinery, such as ImageStudio for the Li-Cor imaging system
* Software’s for complex microscopy imaging and analyzing data and molecular biology design
* [Basic] Computer Skills
* [Basic] Excellent communication (verbal/written) and interpersonal skills are necessary.
* [Basic] Ability to work independently and as part of a team.
* [Basic] Excellent attention to detail and proven ability to learn new skills.
* [Basic] Proven ability to learn new skills.
* [Basic] Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* [Basic] Exceptional record keeping skills.
* [Basic] Able to understand written and verbal directions.
* [Basic] Professionalism
* [Basic] Self-motivation.
* [Basic] Ability to prioritize and meet deadlines.

**Research Technician III**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Technician III**. Research Technicians work in a variety of departments and units typically set in the laboratory. They work with biological samples (human or animal), and animals such rodents, fish, and other large animals.

This position performs laboratory and or animal-based research activities involving complex research tests, experiments, techniques, and procedures. As a senior member of the lab with technical expertise and knowledge, this position involves an introduction to senior responsibilities such as training junior staff and trainees as well as overseeing the lab members’ experiments. This position initiates and develops complex experiments as well as provides data analysis of results.

This position is building on the skills and knowledge obtained as a Research Technician II.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

This position includes all of the duties/responsibilities of the Technician II position, as well as:

**Laboratory/Animal Tasks (45% of work time)**

* Prepare animal care committee submissions relative to the initiation and conduct of individual studies
* Assist investigators in the initiation of new research
* Present research related information, including written study reports when necessary

**Non-Laboratory/ Research Related Tasks (25% of work time)**

* Develops processes, protocols, and resources.
* Collects, transcribes, prepares, and interprets data, and statistical reports.
* Presents research related information, including writing study reports when necessary.
* Contributes technical content and/or data to publications, presentations, and posters and/or produces publications, presentations, and posters.
* Prepares data analysis.
* Performs background research and literature searches as needed, evaluates results and formulates recommendations as needed.
* Ensures adequate quality control by setting standards, monitors quality control results and institutes appropriate steps to maintain standards.
* Participates in / joins committees (LKSI, UHT, REDI, CARESA, external).
* Ensures that the relevant research methodology is applied, and that all research material is handled in accordance with established protocols, policies, and procedures.
* Compiles data, analyzes and interprets experiment results or data.
* Prepares scientific summaries, reports, slides, presentations, and manuscripts.
* Maintains an appropriate knowledge base by performing regular reviews of the literature and stays updated on procedure manuals for experimental and laboratory standards.
* Writes a variety of documents such as technical and procedural sections for research reports and standard operating procedures.
* Prepares data analysis and manuscript.
* Ensures that the relevant research methodology is applied, and that all research material is handled in accordance with established protocols, policies, and procedures.

**Administrative Duties (20% of work time)**

* Participates in material management, inventory management, safety management, and quality assurance.
* Provides limited administrative support.
* Monitors, and orders supplies.
* Updates monitoring logs i.e. –80 freezer logs, sample storage logs, etc.
* Updates lab licenses on file with research facilities for all laboratories used within a study (collect relevant safety information, permits etc. from team members).
* Prepares animal care committee submissions relative to the initiation and conduct of individual studies.
* Conference and new technology/equipment training.
* Develops standard operating procedures, ensures facility sanitation, ensures safety procedures are followed, documented, and maintained.
* Ensures facilities are repaired to maintain the required standards.
* Maintains, prepares, and updates website material.

**Day to day project and staff guidance tasks (10% of work time)**

* Responsible for training and overseeing experiments of junior staff and trainees.
* Instructs new research staff and provides ongoing updates in issues related to procedure guidelines and regulations.
* Approves research expenses and prepares budgets.
* Puts together reports on financial management and completes paperwork around payments for outside services.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Bachelors of Science with 3 years related experience OR demonstrable equivalent combination of specialized education and experience.

* Animal certifications or experience asset.
* Demonstrated knowledge of medical and scientific terminology.
* Experience creating and maintaining positive relationships with a variety of stakeholders including staff, students, vendors, administrative staff, collaborators, and funding partners.
* Experience serving as a resource and providing orientation and training to users on work procedures and practice.
* Excellent laboratory skills, familiar with molecular, biochemical and/or immunological techniques.
* Experienced rodents handling for experimentation, colony maintenance and health monitoring.
* Experience maintaining material and lab equipment.
* Experience with appropriate biosafety procedures.
* Basic computer skills, particularly database, spreadsheet, and word processing.
* R/SPSS
* [Intermediate] Excellent communication (verbal/written) and interpersonal skills are necessary.
* [Intermediate] Ability to work independently and as part of a team.
* [Intermediate] Excellent attention to detail and ability to maintain accuracy when conducting experiments.
* [Intermediate] Proven ability to learn new skills.
* [Intermediate] Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* [Intermediate] Exceptional record keeping skills, particularly confidential personnel information.
* [Intermediate] Able to understand written and verbal direction, including a strong ability to follow complicated and detailed protocols.
* [Intermediate] Professionalism.
* [Intermediate] Self-motivation.
* [Intermediate] Capable of independent data analysis and interpretation of study related data.
* [Intermediate] Ability to prioritize and meet deadlines.
* [Intermediate] Sound judgment and decision-making skills and excellent problem-solving skills.
* [Intermediate] Experience presenting data (verbal and written).
* [Intermediate] Ability to multitask or task-switch quickly.

**Research Technician IV**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Technician IV**. Research Technicians work in a variety of departments and units typically set in the laboratory. They work with biological samples (human or animal), and animals such rodents, fish and other large animals.

This position performs laboratory and or animal/human based research activities involving complex research tests, experiments, techniques, and procedures. As a senior member of the lab with extensive technical expertise and knowledge, this position involves training junior staff and trainees as well as overseeing the lab members’ experiments. This position initiates and develops complex experiments as well as provides data analysis and interpretations of results. This position is the most senior level for Technicians.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

This position includes all of the duties/responsibilities of the Technician III position, as well as:

**Laboratory/Animal Tasks (40% of work time)**

* Initiates, develops, and performs complex and non-routine experiments.
* May develop and complete their own PI assigned, experiments, including writing the reports.
* Participate and provide input into laboratory strategic planning meetings.
* Develops new specialized techniques, test procedures and standards under general supervision of professional staff.
* Apply established standards when performing non-routine/complex level experiments and prepares biological samples (human or animal) for research projects and/or experiments.
* Animal handling and restraint.
* Major rodent surgery (i.e., in the peritoneal or thoracic cavities).
* Non-rodent chronic minor animal surgery performed (ex-vessel catheterization).
* Performing routine maintenance, calibration and troubleshooting on laboratory instruments.
* Monitors safety and provides guidance on safe use of equipment.
* Interfacing with various internal and external departments (e.g., handling lab moves, purchasing new equipment, working with facilities or engineering, working with collaborators.
* Research regulations, compliance and guidelines with the Animal Care and Use Program.
* Ensuring adherence to test protocols and assisting in performing test procedures as necessary.
* Observe details and maintain accurate records of experiments and results.
* Conducting and recording appropriate Quality Control checks according to the Quality Assurance Program.
* Processes and reads samples for drug screening.

**Non-Laboratory Research Tasks (25% of work time)**

* Develops and implements policies, procedures, protocols, resources, and standards relative to all aspects of the research programs.
* Assisting investigators in the initiation of new research.
* Initiating and developing research proposals and protocols.
* Presents research related information, including writing study reports when necessary.
* Contributes technical content and/or data to publications, presentations, and posters and/or produces publications, presentations, posters and help/participate in writing/editing paper.
* Prepares data analysis and provides interpretations of data.
* Develops new specialized techniques, test procedures and standards under general supervision of professional staff.
* Ensuring adequate quality control by setting standards, monitoring quality control results, and instituting appropriate steps to maintain standards.
* Participates in/joins committees (LKSI, UHT, REDI, CARESA, external).
* Compiles data, analyzes and interprets experiment results or data.
* Preparation of scientific summaries, reports, slides, presentations, and scientific manuscripts will also be required.
* Maintains an appropriate knowledge base by performing regular reviews of the literature and stays updated on procedure manuals for experimental and laboratory standards.
* Writes a variety of documents such as technical and procedural sections for research reports and standard operating procedures.
* Data analysis and manuscript preparation.
* Ensure that the relevant research methodology is applied, and that all research material is handled in accordance with established protocols, policies, and procedures.

**Day to day project and staff guidance tasks (20% of work time)**

* Provide training and overseeing experiments of junior staff and trainees. Provide feedback to Manager/PI on performance of junior staff and trainees.
* Prepare staff schedules and maintaining efficient and optimal staffing levels in the lab (including daily, vacation, and sick time coverage).
* Monitoring the daily operations and finances of a laboratory or technical operation for a department, including responsibility for budget, large purchase recommendations, inventory, forecasting and maintenance of financial reports.
* Approval of research expenses and preparing budgets.
* Put together reports on financial management and do the paperwork around payments for outside services.
* Makes recommendations relating to the purchase, repair and/or discontinuation of equipment to the PI.
* Payroll entry

**Administrative Duties (10% of work time)**

* Participate in material management, inventory management, safety management, and quality assurance.
* Prepare animal care committee submissions relative to the initiation and conduct of individual studies.
* Develops standard operating procedures, ensures facility sanitation, ensures safety procedures are followed, documented, and maintained.
* Ensures facilities are repaired to maintain the required standards.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Masters of Science with 2 years related experience OR demonstrable equivalent combination of specialized education and experience.

* Demonstrated knowledge of medical and scientific terminology.
* Experience creating and maintaining positive relationships with a variety of stakeholders including staff, students, vendors, administrative staff, collaborators, and funding partners.
* Experience serving as a resource and providing orientation and training to users on work procedures and practice.
* Excellent laboratory skills, familiar with molecular, biochemical and/or immunological techniques.
* Experienced rodents handling for experimentation, colony maintenance and health monitoring.
* Experience maintaining material and lab equipment.
* Knowledge of biosafety procedures.
* Basic computer skills, particularly database, spreadsheet, and word processing.
* R/SPSS [IF APPLICABLE].
* [Advanced] Excellent communication (verbal/written) and interpersonal skills are necessary.
* [Advanced] Ability to work independently and as part of a team.
* [Advanced] Excellent attention to detail and ability to maintain accuracy when conducting experiments.
* [Advanced] Proven ability to learn new skills.
* [Advanced] Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload.
* [Advanced] Exceptional record keeping skills, particularly confidential personnel information.
* [Advanced] Professionalism.
* [Advanced] Self-motivation.
* [Advanced] Capable of independent data analysis and interpretation of study related data.
* [Advanced] Ability to prioritize and meet deadlines.
* [Advanced] Sound judgment and decision-making skills.
* [Advanced] Experience presenting data (verbal and written).
* [Advanced] Great conflict resolution skills.
* [Advanced] Strong ability to follow complicated and detailed protocols.
* [Intermediate] Computer Skills

**Research Program Manager**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Program Manager**. The Manager, Research Program, can work in a variety of research departments and units, typically in an office setting but also in the clinic, laboratory, and on site (e.g., long term care homes).

The Research Program Manager’s primary responsibility is to develop, improve, and sustain the operational effectiveness and efficiency of research programs. This position encompasses the overall responsibility for the development and implementation of strategies used in the conduct of research, the development and implementation of new research within the institution, in addition to the general management of a Research Program. This position is responsible for overseeing the project load of the research team (research assistants, research coordinators, students and volunteers) as well as managing research finance activities, human resource management, adhering to study protocols, ethical guidelines, timelines, and oversight of data management of a research program. They also lead the advancement of project platforms, policies and procedures, and develop and maintain successful partnerships with external stakeholders. They are flexible to work beyond the job description at times as work demands.

As this a managerial position, the Manager Research Program needs to have knowledge of and able to complete all tasks of the Research Manager, Research Coordinators, and Research Technicians, so they can appropriate recruit, supervise, evaluate, and provide guidance.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

Includes all the duties/responsibilities of the Technician IV or Coordinator III position, as well as:

**Managerial Tasks (65% of work time)**

* Manages, supervises, recruits, trains, mentors, and evaluates Research Assistants, Coordinators, Technicians, students, and other staff including ongoing updates of various research guidelines and regulations.
* Participates in the contract process (reviewing of all legal documents, including data sharing agreements, clinical study agreements and other contracts.), and negotiates terms of financing with outside parties (hospital and industry based).
* Oversees workload of team.
* Responsible for hiring staff in collaboration with team.
* Ensures staff needs for performance of duties and responsibilities are met.
* Develops and fosters team culture, creates an environment that celebrates team member successes, is collaborative, encouraging, and fun.
* Appraises performance of staff in consultation with PI.
* Schedules staffing and maintains efficient and optimal levels (including daily, vacation, and sick time coverage).
* Plans the strategy and project management of the program (projects, timelines, staffing and resource needs).
* Develops and implements policies, procedures, and standards for the research program.
* Develops, maintains, and/or authorizes budgets, payment schedules, and creation/updates of financial reporting.
* Oversees personnel and payroll reports.
* Approving allocation of funds for unfunded research projects presented to research program.
* Financial management/oversight on the project and program as a whole.
* Responsible for staff contract renewals, job change/status requests, etc. research budget management including recoveries
* Plans salary projections, ensuring accurate spending, recoveries, FSR's etc.
* Oversees programmatic and financial reporting with the entire research program.
* Ensures regulatory compliance of all activities and facilities in the program.
* Takes initiative to evaluate current staffing positions/levels, recommends and/or revises job descriptions to match the needs of the research team.
* In conjunction with the Office of Research Administration, reviews and approves all confidentiality statements, legal disclosures, contracts, and legal documents.
* Develops and negotiates research agreements (including terms of financing), and strategic alliances/partnerships for collaboration with outside parties.
* Extensive stakeholder engagement and management.
* Fosters positive and sustainable partnerships with internal and external stakeholders.
* Liaises with funders and regulators.
* Risk management and associated accountabilities.
* Procures necessary goods and services for projects/program.
* Actively promotes and addresses issues regarding inclusion, equity, and diversity in the workplace.
* Represents the PI when PI not available in meetings or negotiations.
* Initiates major projects- e.g., BIPOC recruitment.
* Carries out duties of principal investigator, or co-investigator in research studies as authorized by the investigator and sponsors.
* Plan and lead national meetings including inviting guest speakers.
* Recruit and manage patient partners on the team.

**Research Duties (25% of work time)**

* In collaboration with the Principal Investigator, may help initiate, support, review, and/or develop research proposals and protocols.
* Oversees the application/administration process, including proposal writing, establishing partnerships, and preparing budget.
* May help initiate and develop research proposals and protocols, including research contracts in collaboration with Contracts department, and clarifying details/deliverables as needed.
* Provides input on and supervises research design and analysis of study data, including assisting with planning, execution, statistical analysis, and interpretation.
* May adapt or liaise between Sponsor and REB, research findings to the development of new research studies.
* Coordinates and may oversee research grant process, including Research Ethics Board approvals, and privacy agreements.
* Conducts administrative and technical research and contributes to professional publications, presentations, posters, manuscript preparations, and knowledge translation products.
* Ensures development of Standard Operating Procedures (SOPs).
* Is a main point of contact and resolves issues for external stakeholders.
* Keeps up to date with politics/ministry directives/policies to anticipate changes of budget
* Chairs research group meetings.
* Participates in /joins committees (LKSI, UHT, REDI, CARESA, external).
* Participates in animal care audits, prepares and presents documentation as needed / Oversight of animal care committee (ACC) protocols.

**Administrative Duties (10% of work time)**

* Oversees and coordinates as needed, data management using the relevant research methodology while properly handling all research material.
* Responsible for confidentiality, and data security of information and records in accordance with standards of ethics and the principles of regulatory bodies.
* In conjunction with the Office of Research Administration, reviews all confidentiality statements, legal disclosures, and legal documents.
* Ensures the facilitation of meetings.
* Maintenance of tracking for general patients/participants, but also REB, etc.
* Facilitates procurement of services and supplies related to the research study.
* Participates in knowledge translation activities including but not limited to blogs, community presentations, policy briefs, and reports for funders and the general public.
* Oversees and coordinates as needed, material management, inventory management, safety management, performance management and quality assurance. **\*** These points are what differentiate the Research Manager from the Research Program Manager.

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Masters with 5 years of relevant experience and 2 years in a leadership role OR demonstrable equivalent combination of specialized education and experience.

* GCP (Completed within first 2 weeks of hire)
* TCPS 2 is preferred (Completed within first 2 weeks of hire)
* Health Canada Division-5 is preferred (Completed within first 2 weeks of hire)
* EDI training is an asset.
* Completion of a Clinical Research Associate Certification Program is an asset.
* RCR (Responsible conduct of Research) is an asset.
* Member of a professional research society –SOCRA certified is an asset
* Project Management certification is an asset.
* Hazardous Products certification is an asset.
* Financial Management or Equivalent Experience is an asset.
* Animal certifications is an asset
* Experience in overseeing the strategic development and implementation of large research programs.
* Experience managing staff including delegation of tasks, developmental conversations, performance management.
* Familiarity with research related ethical principles.
* Familiarity with federal research related regulations i.e. Health Canada.
* Familiarity with research budgeting, contract negotiation (and applicable language), REB.
* Familiarity with budgets and spreadsheets.
* Social media skills.
* Training in EDI.
* Knowledge Translation and publishing newsletters experience.
* Clinical trial experience; randomized, control trials
* Familiarity with healthcare research.
* Familiarity with privacy legislation (such as PIPEDA, PHIPA)
* Proficient with MS Office software (Word, Excel, PowerPoint, Outlook, etc.).
* Familiarity with statistics/analysis software (i.e. SAS, Stata, SPSS, R etc.).
* Video conferencing (Zoom, Skype, Teams).
* Project Management Software (Smartsheet, Notion, Microsoft Project).
* Relational databases and logic operations.
* Finance software.
* Bibliographic software.
* Data Management software.
* Advanced Project Management.
* Advanced Exceptional human resource management skills and demonstrated ability to lead a team. Leadership skills.
* Advanced Negotiation.
* Intermediate Computer skills.
* [Advanced] Excellent communication (verbal/written), superb interpersonal skills, with ability to adapt communication styles to meet the needs of diverse stakeholder groups.
* [Advanced] Exceptional financial management skills, including developing and managing substantial research grants from multiple local, national, and international funding sources.
* [Advanced] Excellent organizational skills.
* [Advanced] Ability to work independently and as part of a team.
* [Advanced] Proficient in building relationships with internal and external stakeholders.
* [Advanced] Attention to detail.
* [Advanced] Process development skills.
* [Advanced] Commitment to EDI principles, and awareness of diverse communities and priority populations.
* [Advanced] Strong EQ skills.
* [Advanced] Understanding of "lived experience".
* [Advanced] Professionalism.
* [Advanced] Proactive/Self-motivation.
* [Advanced] Critical thinking, problem solving and ability to draw conclusions from data.
* [Advanced] Dependability.
* [Advanced] Ability to learn new skills.
* [Advanced] Presentation skills.
* [Advanced] Plain language writing skills.
* [Intermediate] Capable of independent interpretation of study related data.

**Senior Research Associate**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Associate.** Senior Research Associates work in a variety of departments and units set in clinics, laboratories, offices, and at research sites (e.g. long term care homes).

This position is intended for Candidates with PhD (or MD) training, and experience as a semi-independent researcher, who are involved in all aspects of research study development, funding, initiation, execution, analysis, interpretation, and presentation/publication of results. The Senior Research Associate is expected to independently conduct research and develop substantial expertise within the program. The Senior Research Associate may act as the point of contact for research expertise in lieu of the Principal Investigator. They are also required to supervise, mentor, and guide students, and other junior staff.

**Duties and Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Contributes to PI research (40% of work time)**

The Senior Research Associate is expected to support and contribute to the Principal Investigator’s research projects with a high degree of autonomy.

* Contributes in the design of scientific methods and study protocols necessary to fulfill project scope:
	+ Invents experiments, techniques, and other methods used to collect, and analyze data.
	+ Ensures valid implementation of experiments, techniques, and data collection methods.
	+ Evaluates data, experiments, techniques, and other methods.
	+ Troubleshoots as needed, while ensuring feasibility and reproducibility of concepts prior to implementation.
* Performs frequent literature searches, comes up with new ideas related to the research and discusses them with PI.
* In collaboration with the Principal Investigator, contributes partially or wholly to the writing, and submission of research grant applications, reports, manuscripts, and publications.
* Writes, reviews, responds to, and approves submissions to the research ethics board, animal care committee, and all other required submissions relative to the initiation and conduct of individual studies.
* Monitors and quality controls data collection.
* Monitors and quality controls analysis.
* Institutes appropriate steps to maintain lab standards, in accordance with regulatory bodies.
* Writes proposal and application for awards in conjunction with the Principal Investigator to increase funding, enhance CV and the profile of the institution, e.g., CIHR Postdoctoral Fellowship and scholarships.
* Leads lab meetings/journal clubs in the (unexpected) absence of the PI
* Leads external meetings with outside contributing research teams.
* Assist in executing on project milestones as part of a diverse and multi-disciplinary team.
* Assist in writing and revising technical documents, including lab Standard Operating Procedures (SOPs); testing protocols; and reports.
* Assists in project task execution for process optimization and technology development programs in animal care committee.

**Independently Conducts Research Within Program (35% of work time)**

The Senior Research Associate expected to independently initiate and run research activities, related to the research program’s area of expertise.

* Independently leads all aspects of research; conceives and contributes ideas for new projects/direction within a program.
* Initiates new collaborations with external and internal stakeholders.
* Conducts insightful interpretation, and analysis of data.
* Is able to publish and present research findings (locally, nationally, and internationally).
* Contributes and coordinates to academic output: drafts abstracts, journal articles, able to collect and incorporate feedback from other contributors, and able to publish as first or contributing author/co-author.
* In collaboration with the PI, is capable of successfully acquiring funding to implement their research.
* Leads the development, implementation, and coordination of project protocols.
* Leads the development of grant applications and proposals.
* Presents at national and international conferences.
* Keeps informed and up to date with funding opportunities and new research developments in the healthcare and scientific community.
* Performs literature reviews, and drafts scientific publications and grant proposals.
* Prepares conference abstracts, posters, and presentations.
* Performs complex laboratory experiments, and results analysis and troubleshooting.
* Maintain good written records of laboratory procedures, results, and conclusions.
* Planning, execution, and interpretation of study results.

**Day to day project and staff guidance tasks (20% of work time)**

* Senior Research Associate should have managerial skills to supervise, guide, mentor, and train junior level Research Associates, Research Coordinators, Research Technicians, Research Assistants, Grad Students, Post Docs, Residents, clinical students, summer students etc.
* Identifies, recommends, works with vendors, and industry partners for equipment/service acquisition keeping within/or improving on financial constraints, and research ethics frameworks and principles.
* Provides ongoing assignment, coordination, and effective use of staff to ensure efficient workflows for the successful completion of projects.
* Supervises junior students on writing their papers or abstracts.
* Helps PI with hiring process.
* Assists with performance reviews, and letters of support for graduate students.
* Creates and manages project budgets.
* Ensures ethical and safety standards of projects are in place.
* Develops and maintains relationships with internal and external collaborators and pursues new collaborations.
* Responds and deals with emergency situations beyond the regular working hours/days.
* Organizes lab/team/clinic activities/events.
* Conducts co-monitoring, and training visits to clinics or other research sites.
* Leads the co-ordination of additional study sites.
* Manage the progress of assigned studies by tracking regulatory submissions and approvals, recruitment and enrollment, case report form completion and submission, and data query generation and resolution.
* Supervising the overall research operations of a laboratory or facility
* Act as subject matter expert.
* Provides performance feedback to manager for peers.

**Administrative Duties (5% of work time)**

* Senior Research Associates are expected to ensure their administrative duties are organized, and completed on time, within institutional standards.
* Ongoing coordination of administrative activities including data collection activities, to ensure the effective use of resources and the efficient completion of work (i.e., experiments, analysis, etc.).
* Represents and participates in Unity Health Toronto’s administrative committees, scientific meetings, advisory boards, protocol development, and in meetings with funding agencies, and community partners.
* Ensures timely completion and submission of time-sensitive project-related documents.
* Take part in the daily organization and operation of a multi-disciplinary lab, including preparing purchase orders; monitoring inventory; and equipment maintenance and calibration

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

PhD/MD with 4 years’ experience working as a semi-independent researcher- in related discipline OR demonstrable equivalent combination of specialized education and experience.

* RCR (Responsible conduct of Research) is an asset.
* TCPS 2. (Completed within first 2 weeks of hire)
* GCP. (Completed within first 2 weeks of hire)
* Excellent knowledge of medical and/or scientific terminology, as applicable.
* Previous experience in health or scientific research, protocol development, preparation of manuscripts, and data presentation is required.
* Demonstrated supervisory experience and the ability to design, execute, and manage multiple studies.
* Knowledge of GCP, TCPS2, and a solid understanding of submitting mandatory study document applications required.
* Proficient in the technical laboratory skills used in their field of research
* Knowledge of Word, Excel, Power point is required.
* Statistical programs knowledge is preferred.
* Knowledge of Photoshop or Illustrator is an asset.
* Reference management software an asset.
* BioRender and similar software is an asset.
* [Advanced] Excellent communication skills including excellent writing skills
* [Advanced] Computer skills with Microsoft Office
* [Advanced] Excellent organization/planning skills, project management and attention to detail.
* [Advanced] Excellent leadership skills, and the ability to act as a liaison between team members and the Principal Investigator as needed.
* [Advanced] Strong internal and external relationship management skills, ability to professionally interact with and establish solid working relationships with key internal and external stakeholders.
* [Advanced] Effective problem-solving, analytical and technical skills.
* [Advanced] Effective stress handling.
* [Advanced] Strong conflict resolution skills.
* [Advanced] Sense of curiosity, inquisitiveness.

**Post Doctoral Fellow**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Post Doctoral Fellow (PDF)**. Postdoctoral Fellows work in a variety of departments and units set in offices, laboratories, and at research sites (e.g., long term care homes).

Working closely with and receiving advice and direction from a supervising Scientist, the Postdoctoral Fellow is expected to develop a specialized area of research and expertise. A Postdoctoral fellowship is an extension of their academic training received during their doctorate which brings them one step closer to reaching their goal of becoming an independent Scientist. Primary responsibilities include:

* Developing research ideas and designing research studies under the direction of a supervising Scientist to address knowledge gap or problems and generate new knowledge.
* Leading/managing some parts of or entire studies under the direction of a supervising Scientist.
* Writing proposals, reports, manuscripts for publication, and grant writing as needed.
* Providing presentations for knowledge dissemination, as required.

**Duties & Responsibilities:**

Due to variable nature of position, this list is to be used as a guide only.

**Research study development and initiation (55% of work time)**

* Leads/manages some parts of or an entire study under the direction of a Supervising Scientist.
* Maintains clear knowledge and understanding of research ethics, regulations and policies while remaining in full compliance with all applicable policies for ethical conduct to ensure adequate quality control.
* Conducts ongoing review of relevant literature to keep up with current knowledge.
* Participates in and leads team/lab meetings and research rounds with other Post Doc Fellows by providing insightful and intellectual discussions and presentations.
* Develops protocols and budget; initiates and leads small to moderate level studies under the direction of a Supervising Scientist following established process/practice.
* Assists Investigator(s) in writing/submitting research grant applications, e.g., by providing study results and interpretation, feedback on the application, assisting with the development of budget and study protocols.
* Writes proposal and application for awards in conjunction with the Principal Investigator to increase funding, enhance CV and the profile of the institution, e.g., CIHR Postdoctoral Fellowship and scholarships.
* Develops novel research ideas and designs scientific studies of moderate scope to address knowledge gap or complex problems subject to review, input/amendment, and approval of the Principal Investigator.
* Utilizes research knowledge to contribute to institutional activities, e.g., being a judge for poster competitions, etc.
* May assist and contribute to PI's research.
* May participate in committees.
* May help with academic activities for the research team e.g., journal clubs, seminars, discussions.
* Develops training tools and modules based on the research and conducting training.
* Provides training on how to appropriately use laboratory equipment/technology and how to handle animals

**Report/manuscript writing and presentations (25% of work time)**

* Writes reports and manuscripts for publication as first author, under the guidance/direction and subject to approval by the Principal Investigator while maintaining responsibility for academic output of research studies.
* Receives mentorship from the Principal Investigator to present at local, national and/or international meetings/conferences.
* Networks and collaborates with other Researchers to keep abreast of new developments in research, to exchange information, within scope of authority, etc.
* Selects appropriate techniques/methods to analyze data and provides interpretation of study results.
* May conduct "Knowledge Translation" - disseminates the results of research to the wider scientific community and to the healthcare community; develops tools and evidence summaries to make research more accessible to lay audiences.

**Day to day project and staff guidance tasks (15% of work time)**

* May provide day to day guidance to Research staff (research Coordinators, Research assistants, Research Technicians). Provides day to day guidance for activities performed in the research program under the direction and guidance from the Principal Investigator.
* May participate in hiring staff (Selection process, interviewing, providing input on job postings etc.).
* Helps students network and connect with other Principal investigators.
* Advise students on course and academic matters and career decisions.
* Guides and mentors students on how to conduct research/analysis (incld. Literature searchers, research techniques, and conceptual training) and how to write and review their work.
* Seeks, develops, and maintains, internal and external relationships for research collaborations and partnerships.
* May teach university subjects to undergraduate and graduate students as a TA or an instructor.

**Administrative Duties (5% of work time)**

* + - May coordinate research activities with other departments; study approval from the Research Ethics Board; approval for grant applications, research contracts, hiring from the Office of Research Administration, etc.
		- May participate in the administrative onboarding of hired staff and students (e.g. Develops contracts, reviews applications, ensures budget is adequate).
		- Prepares research ethics board, animal care committee and all other required submissions relative to initiating and conducting individual studies, under the direction of a supervising Scientist.
* Orders supplies as required and maintains inventory for research studies

**Performs cross functional and other duties as assigned and/or requested.**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications:**

Must have complete their PhD within 6 years of their start date OR currently in their last year of completing a recognized Doctoral (PhD or MD) degree where submission of a Doctoral thesis by postdoc application period is required and successfully defended their Doctoral thesis three (3) or more months before their Postdoctoral Fellow start date.

* Experience in several aspects of research study development, initiation, execution, analysis and interpretation required.
* Experience with the preparation of manuscripts and data presentation required.
* Uses Research equipment specific to the project, e.g., flow cytometry, microscope, tissue processor, DNA/RNA sequencer, animal imaging system, driving simulator, virtual reality, etc.
* Worked with community research before/worked with vulnerable groups
* Experience in epidemiology
* Microsoft Office applications.
* Statistical software (i.e. R, Stata, SAS, SPSS etc.)
* Qualitative data analysis software (Nvivo, Dedoose, Atlas TI etc.)
* [Advanced] Computer skills with Microsoft Office
* [Intermediate] Effective communication and interpersonal skills required.
* [Advanced] Ability to work independently and as part of a team required.
* [Advanced] Ability to pay close attention to detail required.
* [Advanced] Excellent planning and organizational skills required.
* [Advanced] Able to work with people with diverse backgrounds.
* [Intermediate] Effective mentoring and coaching skills with the ability to effectively support team members preferred.
* [Advanced] Excellent problem solving, analytical and critical thinking skills required.
* [Advanced] Ability to make decisions, within scope of authority preferred.
* [Advanced] Excellent project management skills required.
* [Advanced] Ability to maintain active involvement in several aspects of research study development required.
* [Advanced] Demonstrated ability to initiate and complete a research study in chosen field required.
* [Advanced] Demonstrated ability to design, execute and manage multiple studies preferred.
* [Advanced] Understanding of power dynamics, and structures.
* [Advanced] Sense of curiosity, inquisitiveness.

**Administrative Assistant - PI**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for an **Administrative Assistant - PI**. The Administrative Assistant works in an office environment, supporting research initiatives and investigations. As well as supporting other staff including but not limited to: CRC, RA and research students (MSc).

The Research Administrative Assistant will provide overall administrative and organizational support to a Principal Investigator running a research project, program, or team. Their primary role is to perform general office duties such as organizing meetings and events (including taking minutes), maintaining calendars and scheduling, making travel arrangements for the team, filing, and document control/updating. They will also assist with the preparation of reports (to funders, the hospital, and other stakeholders), assisting with research (article searches, formatting presentations), and tracking expenses for project budgets.

As the first point of contact, the Research Administrative Assistant should have excellent communication and interpersonal skills. Excellent organizational, writing, computer skills are required. A solid understanding of health research, and enthusiasm for synthesizing large amounts of information are an asset.

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**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Word Processing Responsibilities (15% of work time)**

* Uses Microsoft application or other relevant programs to type and develop correspondence and other relevant documentation, including letters, memos, reports, invoices, abstracts, etc., often of a confidential nature to support the activities of the Principal Investigator and team.
* Transcribes data from recordings and/or handwritten copy.
* Types/prepares drafts documents for review, including legal agreements, presentations, abstracts, key performance indicators, and other documents, in a timely manner.
* Types/prepares funding application for approval.
* Collects, complies, updates, and provides basic statistical and/or financial information, and other data to generate and prepare reports and other documentation, ensuring monthly reporting deadlines are met and all required reports are completed.
* Assists in the preparation and formatting of documents, grant applications and associated/relevant SMH administrative forms, abstracts, teaching materials, correspondence, and memos.

**Preparation/Formatting of Materials (20% of work time)**

* Prepares documents for presentations.
* Develops and distributes visually appealing, and informative study communications to research collaborators.
* Formats and prepares presentations, reports, and papers.
* Assists with the preparation of teaching materials.
* Assists in the preparation and submission of academic manuscripts and conference abstracts, including article searches and submission of manuscripts to journals.
* Collects and prepares material for research grants including uploading documents for grant applications and assisting with obtaining relevant signatures.
* Coordinates, and prepares any required mail-outs and manage the courier process for the PI/program/project.
* Prepares forms (i.e., reimbursement forms, REB applications and forms, contract submission forms), and coordinates the preparation, and submission of funding proposals.
* Develops and produces regular, and ad hoc reports and documentation, as requested.

**Provides Administrative Support for Meetings and Event Planning (10% of work time)**

* Coordinates on-site and virtual logistics of meetings. Troubleshoots on-site problems as they arise. Including room bookings, all required AV/computer equipment, virtual platforms, and catering.
* Liaises with internal and/or external parties to send out invitation for individual and/or committee meetings, advising of meeting time and date, to determine availability/confirm attendance, in a timely manner.
* Books appropriate meeting/conference rooms to accommodate all participants, and notifies parties concerned of meeting time and location, in a timely manner.
* Prepares and distributes meeting agenda items to participants, on a timely basis.
* Prints, photocopies, orders, and distributes required materials (e.g., agenda) prior to participant(s) arrival.
* Makes arrangements for catering, audio visual and other equipment/material (e.g., flip chart, etc.), ensuring equipment is set up in a timely manner for meetings and follows up with parties to ensure meeting runs smoothly.
* Attends meetings, as required, recording/taking, preparing, and distributing minutes, as requested.
* Follows up on the implementation of meeting decisions, as requested.
* Coordinates research meetings, including scheduling, minute-taking, circulating documentation and following-up with team members on key tasks.
* Assists in preparing meeting agendas, and any required background material.
* Takes and transcribes minutes, distributes to team, and follows up with required parties, as required to ensure minutes are an accurate reflection of meeting(s).
* Coordinates and participates in educational programming for staff and students.
* Organizes day to day initiatives and special events such as booking venues, equipment, catering and printing materials.

**Administrative Support (10% of work time)**

* General office duties (i.e. filing, faxing, mailings, courier services, photocopying, scanning, maintaining inventory, etc.).
* Manages staff onboarding and departures, including submitting paperwork to HR, and ensuring staff are well oriented and setup in all relevant systems.
* Assists with participant referrals.
* Manages students and overseas visitors and their needs, including supporting graduate and post-graduate trainee’s activities, and coordinates HR tasks such as following up on job postings, contract renewals.
* Tracks and manages staff listing and regular updates of staff listing.
* Provides administrative support to Principal Investigator and Research Program team members.
* Submits paperwork for all research visitors and volunteers.

**Organizes and Maintains Schedule/Calendar (5% of work time)**

* Arranges, organizes, and maintains complex schedules and calendar appointments, using MS Outlook and other tools as relevant.
* Schedules, and confirms meetings/appointments; updates calendar with meeting/appointments information, in a timely manner.
* Exercises some judgement to reschedule appointment, as required based on the Principal Investigator(s) changing priorities, notifying parties of changes, in a timely manner.
* Utilizes knowledge of the Principal Investigator/Team's activity to manipulate/update the schedules/calendars, ensuring they are kept aware of changes, in a timely manner.
* Makes arrangement for professional, and other work related activities, as required, ensuring all information is entered into the calendar, including contact list and meeting schedule, etc., to ensure Principal Investigator (s) have timely/current meeting times and dates.
* Plans, and coordinates day-to-day work independently while contributing to the combined needs of the Principal Investigator and team.
* Tracks Principal Investigator’s activities, such as presentations, speaking events, publications, and other activities on a regular basis.

**Financial Responsibilities (20% of work time)**

* Prepares monthly financial report, within scope of authority.
* Prepares requisitions to order supplies, within signing authority limit.
* Prepares expense and verifies billing report for Principal Investigator approval.
* Completes appropriate requisition for cheque requests.
* Coordinates and compiles quarterly performance report, ensuring objectives are updated.
* Processes orders and requisitions for the department, including sourcing suppliers, arranging/ensuring delivery, reconciling invoice and processing payment.
* Purchases honorariums for research participants, and research supplies and assist in the disbursement of research funds to project partners and participants.
* Prepares, and manages petty cash, and other expenses.
* Tracks and manages staff payroll and benefits in payroll system.
* Track and manage purchase of computer, and other technical hardware, as well as office furniture.
* Tracks expenses for project budgets, generates payroll. and expense reports
* Manages travel, and travel expenses as well as prepares and manages reimbursements requisitions for Principal Investigator, and team.

**Office Management (5% of work time)**

* Opens, sorts, prioritizes, and distributes mail.
* Prepares outgoing material for distribution, mailing and/or courier.
* Sends and/or receives facsimiles, as requested.
* Orders and receives office supplies, as required, ensures supplies are accessible to staff.
* Manage engineering and other facility issues/requests, as well as managing security issues (e.g., security cards, keys, access) for Principal Investigator, and team.
* Coordinate the purchase of supplies, as well as manage those supplies for the Principal Investigator, and team.

**Document Control and Electronic and/or Paper Filing (5% of work time)**

* Creates and maintains up-to-date filing system, including managing the printing, scanning, and filing of legal documents, including meticulous preparation and maintenance of up-to-date study documentation (i.e. creating and updating tracking sheets), both hard copies and electronic.
* Assists with SharePoint file organization and management.
* Assists with and tracks Research Ethics Board submissions.
* Maintains inventory of biological specimens from clinical research studies [IF APPLICABLE].
* Maintains up-to-date investigator site files for clinical trials, in collaboration with Principal Investigator and team. [IF APPLICABLE].
* Organizes and maintains project management/organizational databases for research program (i.e. study materials, software licenses).
* Maintain annual (or more frequently as required) activity reports for funding bodies, managers and other senior leadership (as required and deemed necessary).

**First Point of Contact/Communication (5% of work time)**

* Acts as a point of contact for research program, responding to routine mail, telephone, and fax enquiries and documents for the PI/program/project.
* Responsible for coordinating the weekly e-newsletters.
* Triage requests from public, media, and external stakeholders.
* Communicate with internal and external stakeholders as necessary.

**Performs Cross Functional and Other Duties as Assigned and/or Requested (5% of work time)**

* Updates, and maintains Principal Investigators’ CVs and CV modules (i.e. CCV, SSHRC CV, WebCV, COS CV).
* Maintains and updates the research team website using existing webpage design software (WordPress).

**Performs cross functional and other duties as assigned and/or requested.**

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications, Knowledge and Skills**

Graduate of a recognized Office Administration/Secretarial Arts program or equivalent with 3 years of progressively responsible office administrative experience, preferably in a research health care setting OR demonstrable equivalent combination of specialized education and experience

* Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)
* Excellent computer skills including file sharing/storage software (i.e. SharePoint), video conferencing (etc. Skype, Zoom), and mailing software (MailChimp), Survey software (SurveyMonkey, Qualtrics), as well as the ability to use computerized databases and other computerized tools
* Ability to quickly learn new software programs
* Experience in preparing and submitting research grant proposals
* Demonstrated knowledge of medical and scientific terminology
* Demonstrated commitment to principles of harm reduction and anti-oppression
* Familiarity and comfort working with marginalized populations
* Familiarity with online databases of peer reviewed literature (i.e., Medline, PubMed, PsychInfo)
* Ability to multitask, work accurately and effectively under pressure, meet deadlines, and remain composed in high-pressure situations.
* Ability to produce accurate work with appropriate turnaround time
* Excellent organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload
* Ability to work independently, take initiative, and manage multiple projects and timelines
* Ability to work under pressure and with competing priorities
* Able to keep strict confidence as required when interacting with stakeholders.
* Excellent interpersonal and communication skills, both written and verbal, with a proficiency in proofreading and grammar
* Communicate clearly and fluently in English
* Ability to communicate effectively and listen attentively
* Demonstrated ability to work both independently and as part of a team
* Ability to work collaboratively in a virtual team environment
* Detail-oriented
* Excellent decision making and problem-solving skills.
* Fulfill SMH attendance and punctuality requirements and be flexible to occasionally arrive early and leave late.
* Observe relevant SMH rules and regulations, practices, policies, procedures, safety practices, and current legislation (where relevant).
* Strong knowledge of departmental practices, procedures and standards required.
* Advanced Computer skills

**Research Psychotherapist I**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Psychotherapist I**.

A Research Psychotherapist works within a research program that has participants that require psychotherapy intervention, or data that requires psychotherapy assessments (e.g. clinical questionnaires regarding a client's mood or psychological functioning as well as a clinical assessment (based on inquiry or reviewing their file) as to whether there are any clinical concerns that a therapy would not be indicated.).

Research Psychotherapists work both independently and as part of an interdisciplinary team to perform the principal responsibilities of the role within a clinical research study which includes: performing clinical assessments; providing individual and/or group psychotherapy for research participants who require support for a wide range of psychological issues; implementing a treatment plan/regimen for each participant according to the study treatment protocol; monitoring participant progress on an ongoing basis, modifying the treatment plan as appropriate, consultation and collaboration with the program’s Principal Investigator, clinical supervisor and other clinicians on the research team, as required; preparing, completing required study documentation in a timely manner; maintaining clinical records in accordance with the standards of practice set by the applicable licensing body; participating in research, participating in education and quality/administrative/marketing activities; performing cross-functional and other duties consistent with the job classification as assigned and/or required.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Clinical Duties (75% of work time)**

* Provide psychotherapeutic intervention to participants that may include individual or group therapy. Some examples of psychotherapeutic interventions that may be used include, but are not limited to, person-centered therapy, cognitive behavior therapy (CBT), acceptance and commitment therapy (ACT), solution focused therapy, and dialectical behavior therapy (DBT).
* Conduct in-depth interviews and assessment of participants to evaluate clinical needs for the purposes of study data collection and clinical interventions as outlined in study protocol.
* Administer the research study intervention using the appropriate research protocols, tools, and resources.
* Administer standardized data collection forms as outlined in the research protocol to participants.
* Provide instruction to participants on the completion of the data collection methods.
* Liaise with treatment providers and other healthcare providers regarding participants’ clinical progress and ongoing treatment planning, as necessary based on the study protocol.
* Participate in clinical supervision meetings with other study therapists/PI to discuss cases, debrief, and ensure therapy fidelity.
* Respond to inquiries from participants that are specific in nature and require specialized knowledge.
* Monitor participant safety and engage in intervention or follow-up, as required.
* Maintain and safeguard the confidentiality of participant’s clinical records.
* Write and document therapy session notes in participants’ clinical chart and/or in clinical research file, in accordance with the standards of practice set by the applicable licensing body.
* Engage in regular professional development activities as needed for the study protocol. Some examples may include, but are not limited to, attending education/training workshops, and peer consultation.

**Research Duties (15% of work time)**

* Engage in study participant recruitment initiatives.
* Present research data and/or clinical program initiatives to internal and external stakeholders.
* Provide training, guidance and support to students, clinical trainees, and Research Coordinators regarding clinical aspects of conducting research, like suicide risk assessment or performing diagnostic interviews.

**Administrative Duties (10% of work time)**

* Document and report adverse events.
* Ensure maintenance, collection, transcription, and entry of study related data, in accordance with study protocol, and hospital and privacy regulations.
* Attend regularly scheduled lab and departmental meetings.
* Review Research Ethics Boards submissions for accuracy, in collaboration with study team.
* Other administrative duties as needed in support of Principal Investigator’s clinical, research and knowledge translation initiatives.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Completion of a Master’s Degree in Health or Social Sciences, with three (3)- or more years of practical and related experience OR demonstrable equivalent combination of specialized education and experience.

* Child and Youth Worker Certification (if position involves work with patients under 18 years of age).[REQUIRED]
* Member in good standing with appropriate Regulatory Body (including College of Registered Psychotherapists of Ontario, Ontario College of Social Workers and Social Service Workers, College of Occupational Therapists of Ontario, College of Psychologists of Ontario, College of Nurses of Ontario, or College of Physicians and Surgeons of Ontario).[REQUIRED]
* GCP and TCPS-2.[REQUIRED]
* Specific psychotherapy approach (e.g., Mindfulness, ACT, DBT, CBT).[REQUIRED]
* Suicide Intervention (e.g., ASIST training).[PREFERRED]
* Additional training and experience in specific interventions an asset (e.g., DBT, ACT, Mindfulness).
* Experience providing psychotherapeutic assessments and structured psychotherapy treatment for individuals presenting with a wide range of mental health conditions.
* Clinical competence to provide structured psychotherapy in the areas of trauma, depression, anxiety, grief/loss, self-harm, and suicidality.
* Experience in providing individual and/or group psychotherapy required.
* Experience providing services via information and communication technology (e.g., telehealth/telemedicine) preferred.
* Training/certification in crisis intervention an asset.
* Experience with case management an asset.
* Demonstrated ability to produce high quality assessment and treatment reports and clinical documentation.
* Able to communicate and work effectively in an interdisciplinary team environment and willingness to accept clinical direction.
* Strong computer literacy skills.
* Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code.
* [Advanced] Active listening.
* [Advanced] Communication.
* [Advanced] Empathy and rapport.
* [Intermediate] Crisis/suicide intervention.
* [Intermediate] Knowledge and training in clinical research.
* [Intermediate] Problem solving.
* [Intermediate] Critical thinking.
* [Intermediate] Computer skills: Telehealth software.
* [Basic] Computer Skills: MS Office.

**Research Psychotherapist II**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Psychotherapist II**.

A Research Psychotherapist works within a research program that has participants that require psychotherapy intervention, or data that requires psychotherapy assessments (e.g. clinical questionnaires regarding a client's mood or psychological functioning as well as a clinical assessment (based on inquiry or reviewing their file) as to whether there are any clinical concerns that a therapy would not be indicated.).

Research Psychotherapists work both independently and as part of an interdisciplinary team to perform the principal responsibilities of the role within a clinical research study which includes: performing clinical assessments; providing individual and/or group psychotherapy for research participants who require support for a wide range of psychological issues; implementing a treatment plan/regimen for each participant according to the study treatment protocol; monitoring participant progress on an ongoing basis, modifying the treatment plan as appropriate, consultation and collaboration with the program’s Principal Investigator, clinical supervisor and other clinicians on the research team, as required; preparing, completing required study documentation in a timely manner; maintaining clinical records in accordance with the standards of practice set by the applicable licensing body; participating in research, participating in education and quality/administrative/marketing activities; performing cross-functional and other duties consistent with the job classification as assigned and/or required.

Research Psychotherapist II’s are more directly involved in grants (such as being co-I on all grants), study design methods, assisting with development of psychotherapies (individual assessments) and assisting with development of materials for psychotherapeutic interventions. They are also involved in interpretation of data analysis (analysis to be done by someone else), manuscript prep and editing. These functions require a more in depth knowledge and experience with research and also prior clinical training.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Clinical Duties (60% of work time)**

* Provide psychotherapeutic intervention to participants that may include individual or group therapy. Some examples of psychotherapeutic interventions that may be used include, but are not limited to, person-centred therapy, cognitive behaviour therapy (CBT), acceptance and commitment therapy (ACT), solution focused therapy, and dialectical behaviour therapy (DBT).
* Conduct in-depth interviews and assessment of participants to evaluate clinical needs for the purposes of study data collection and clinical interventions as outlined in study protocol.
* Administer the research study intervention using the appropriate research protocols, tools, and resources.
* Administer standardized data collection forms as outlined in the research protocol to participants.
* Provide instruction to participants on the completion of the data collection methods.
* Liaise with treatment providers and other healthcare providers regarding participants’ clinical progress and ongoing treatment planning, as necessary based on the study protocol.
* Participate in clinical supervision meetings with other study therapists/PI to discuss cases, debrief, and ensure therapy fidelity.
* Respond to inquiries from participants that are specific in nature and require specialized knowledge.
* Monitor participant safety and engage in intervention or follow-up, as required.
* Maintain and safeguard the confidentiality of participant’s clinical records.
* Write and document therapy session notes in participants’ clinical chart and/or in clinical research file, in accordance with the standards of practice set by the applicable licensing body.
* Engage in regular professional development activities as needed for the study protocol. Some examples may include, but are not limited to, attending education/training workshops, and peer consultation.

**Research Duties (30% of work time)**

* Engage in study participant recruitment initiatives.
* Present research data and/or clinical program initiatives to internal and external stakeholders.
* Provide training, guidance and support to students, clinical trainees, and Research Coordinators regarding clinical aspects of conducting research, like suicide risk assessment or performing diagnostic interviews.
* Contribute to the development of study protocols, therapy handbooks, training manuals, SOPs and other relevant clinical research documents, as necessary and only when there is an adequate level of expertise (i.e., prior experience required – not necessary for core research psychotherapist role).
* Write and review manuscripts, grant proposals, and other research documents related to psychotherapy studies, as necessary as necessary and only when there is an adequate level of expertise (i.e., prior experience required - not necessary for core research psychotherapist role).
* Participate in the development of novel psychotherapeutic interventions as necessary, and only when there is an adequate level of expertise (i.e., prior experience required - not necessary for core research psychotherapist role).
* Contribute to interpretation of study data, as necessary and as necessary and only when there is an adequate level of expertise (i.e., prior experience required - not necessary for core research psychotherapist role).

**Administrative Duties (10% of work time)**

* Document and report adverse events.
* Ensure maintenance, collection, transcription, and entry of study related data, in accordance with study protocol, and hospital and privacy regulations.
* Attend regularly scheduled lab and departmental meetings.
* Review Research Ethics Boards submissions for accuracy, in collaboration with study team.
* Other administrative duties as needed in support of Principal Investigator’s clinical, research and knowledge translation initiatives.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Completion of a Master’s Degree in Health or Social Sciences, with five (5)- or more years of practical and related experience OR demonstrable equivalent combination of specialized education and experience.

* Child and Youth Worker Certification (if position involves work with patients under 18 years of age). [REQUIRED]
* Member in good standing with appropriate Regulatory Body (including College of Registered Psychotherapists of Ontario, Ontario College of Social Workers and Social Service Workers, College of Occupational Therapists of Ontario, College of Psychologists of Ontario, College of Nurses of Ontario, or College of Physicians and Surgeons of Ontario). [REQUIRED]
* GCP and TCPS-2. [REQUIRED]
* Specific psychotherapy approach (e.g., Mindfulness, ACT, DBT, CBT).[REQUIRED]
* Suicide Intervention (e.g., ASIST training).[PREFERRED]
* Additional training and experience in specific interventions an asset (e.g., DBT, ACT, Mindfulness).
* Experience providing psychotherapeutic assessments and structured psychotherapy treatment for individuals presenting with a wide range of mental health conditions.
* Clinical competence to provide structured psychotherapy in the areas of trauma, depression, anxiety, grief/loss, self-harm, and suicidality.
* Experience in providing individual and/or group psychotherapy required.
* Experience providing services via information and communication technology (e.g., telehealth/telemedicine) preferred.
* Training/certification in crisis intervention an asset.
* Experience with case management an asset.
* Demonstrated ability to produce high quality assessment and treatment reports and clinical documentation.
* Able to communicate and work effectively in an interdisciplinary team environment and willingness to accept clinical direction.
* Strong computer literacy skills.
* Vaccines (COVID-19 and others) are a requirement of the job unless you have an exemption on a medical ground pursuant to the Ontario Human Rights Code.
* [Advanced] Active listening.
* [Advanced] Communication.
* [Advanced] Empathy and rapport.
* [Intermediate] Crisis/suicide intervention.
* [Intermediate] Knowledge and training in clinical research.
* [Intermediate] Problem solving.
* [Intermediate] Critical thinking.
* [Intermediate] Computer skills: Telehealth software.
* [Intermediate] Research Skills.
* [Intermediate] Organizational skills.
* [Basic] Computer Skills: MS Office.

**Research Data Analyst**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Data Analyst**.

The primary responsibility of the Data Analyst includes well defined data management tasks such as writing and executing reproducible code for data cleaning, processing, and for conducting descriptive analyses for data science projects. The Data Analyst will use their specialized technical skills to conduct quality checks, format, validate, and standardize data from multiple complex sources, work collaboratively to problem solve, support administrative tasks, and perform descriptive analyses. They may also act as representative of the program to engage with participating sites and other collaborators including researchers to discuss and clarify data requirements.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Data Management and Data Analysis (80% of work time)**

* Lead data processing workflow.
* Identify methodological approaches and the data required to answer specific data science questions.
* Create and develop data management plans for grant submission and project initialization.
* Manages version control of code and documents.
* Update and enhance program's data requirements and all necessary documentation.
* Develop code to conduct analyses to review data quality, generate research output, put final analytic solutions into production.
* Perform quality control checks and data cleaning following standard operating procedures to ensure data is accurate and of high quality.
* Completes cleaning/consistency checks and other quality control measures necessary for the final analysis.
* Analyze the causes of errors and identify and communicate issues with manager and IT to ensure errors/issues get resolved.
* Conduct pre-processing checks against reference standards and models.
* Assist with writing project protocols for data analyses, including protocols for: data extraction, data cleaning, and validation and checks for data quality.
* Conduct descriptive analyses from ad-hoc requests from manager and team.
* Conduct exploratory and descriptive analysis of data to assess feasibility of new data science projects using relevant software/programming language (e.g., R, Python, etc.).
* Create validation files and conduct performance metrics on validation results.
* Develop SOP in consultation with manager, outlining data analysis processes, and resolutions to errors (i.e., a template to be followed to perform standard data analytics, and ways to resolve specific issues).
* Efficiently identify and correct syntax and programming logic errors in code.
* Perform descriptive and inferential statistical analysis in relevant data management, and data analyses software (e.g., R and/or Python). Write HTML/PDF/Microsoft Word reports summarizing the analysis.
* Pre-process raw data to prepare for analysis. This includes cleaning and merging data from multiple sources, as well as understanding overall data quality.
* Pre-process raw data which includes formatting and merging data from multiple sources, as well as understanding overall data quality.
* Respond to ad-hoc requests from team.
* Standardize and harmonize data from data sets to prepare for loading into database (if required).
* Check (validate) any output tables, listings or figures generated to ensure accuracy and reliability of analyses.
* Write HTML/PDF/Microsoft Word reports summarizing the analysis.

**Data Administration, Documentation, and Communication (20% of work time)**

* Provide technical support with any analytics required for interactive dashboards, and reports with interactive visualizations using libraries.
* Attend code review meetings to discuss any problems/solutions to project code bases.
* Collaborate with team and external collaborators to develop new processes and solutions to meet their analytics needs.
* Engage with partners/collaborators to discuss and clarify data requirements.
* Attend meetings with clinicians, researchers, community, and leadership groups to understand project goals and deliverables.
* Meets with research community, and leadership groups, as required, to provide overview on using/interpreting statistical data.
* Explain capabilities and limitations of databases and information to researchers and other stakeholders.
* Maintain and assist with writing/updating standard operating procedures and other documents to support data processing work.
* Identify and notify manager and team of any issues and errors with code/analysis.
* Produce high quality ad hoc and standardized reports customized per project, using relevant software/programming procedures (e.g., in R,Python, etc.), tailored to different end-users (e.g. clinicians, researchers, etc.).
* Support program's data operation needs.
* Write documentation and contribute code to project repositories (e.g., Github/version control) so that all work is reproducible.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Bachelor’s degree in Computer Science, Statistics/Biostatistics, Engineering, and/or related discipline, required OR demonstrable equivalent combination of specialized education and experience.

* At least 2 years of relevant work experience and computer programming/coding experience in a relevant software/programming/scripting language (R (preferably using tidyverse), Python, or other computer applications. Depending on the unit, the following may be required: experience with ADT and Soarian.
* Experience in healthcare is an asset.
* Fully proficient in the use of relevant programing languages (e.g., R including use of RMarkdown, SAS, LaTeX).
* Data management and/or monitoring experience an asset.
* Demonstrated ability to manage or support statistical programming activities to support research operations (dry, wet, clinical etc.).
* Experience merging and analyzing data coming from multiple sources (e.g., text files, databases, excel etc.).
* Experience using key software and databases such as: Oracle, SQL is an asset.
* Experience working with and manipulating large datasets.
* [Advanced] Must be detail oriented.
* [Advanced] Proficient with MS Office Software (Word, Excel, PowerPoint, Outlook etc.).
* [Intermediate] Strong written and verbal communication.
* [Intermediate] Ability to adapt to changing priorities and workloads.
* [Intermediate] Ability to multi-task and prioritize.
* [Intermediate] Demonstrated ability to work effectively with and communicate with individuals of varying levels of statistical and computer expertise.

**Research Data Scientist**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Data Scientist**.

The main role of a Data Scientist is to implement and design scientifically rigorous approaches to examining data, apply relevant analytical techniques to different types of data (including healthcare data,) and translate the findings into meaningful, applied knowledge for researchers, collaborators, and other end users. This includes conceptualizing algorithms and study designs, creating statistical analysis plans, conducting, and interpreting analyses, and reporting findings in an applied manner.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Data Analyses, Statistical Modeling, and Machine Learning (40% of work time)**

* Follow detailed study protocols and analysis plans to perform a wide variety of statistical analyses, including:
* multivariable modeling.
* multilevel hierarchical analysis.
* longitudinal designs (including repeated measures).
* propensity score analysis.
* prediction modeling.
* multiple imputation.
* Carry out data analyses using statistical models and/or machine learning tasks that involve supervised learning, unsupervised learning, and/or reinforcement learning.
* Apply advanced algorithms to perform predictive analytics and develop risk scores and other derived variables.
* Apply common statistical modelling and machine learning algorithms to answer project objectives using libraries from R/Python, e.g., linear/logistic regression, survival analysis, risk adjustment, PCA, Markov Chain, k-means, GLM, GAM, GEE, SVM, random forest, neural networks, and common time series models.
* Apply models to unstructured text data, such as bag of words, LDA topic modeling, and word embeddings.
* Perform hyperparameter searches to find best fitting models.
* Compare and contrast results from different models using appropriate model performance summaries (e.g., RMSE, MAE, MAPE, F1, AUC, sensitivity, specificity, NPV, PPV, etc.).
* Prepare output of analyses for review, including graphs, tables, and interpretations of results.
* Analyze/interpret results of projects and draw conclusions for review and incorporation into reports/presentations.
* Clearly document all model details, code and iterations using appropriate commenting and version control, such as Git.
* Develop and apply advanced machine learning models, such as neural networks (feed forward, convolutional, recurrent), using a variety of libraries:(i.e., Keras, TensorFlow, PyTorch).
* Work closely with dev ops teams to put models into production.
* Help build systems to closely monitor model performance post-deployment.

**Data Exploration, Preparation, and Visualization (30% of work time)**

* Ensure adequate quality control by setting standards, monitor results and institute appropriate steps for data cleaning, consistency checks and other data quality control measures prior to analysis.
* Maintain data documentation, physical and logical storage of scripts, records and master archive lists.
* Perform descriptive and inferential descriptive analysis in R and/or Python. Write HTML/PDF/Microsoft Word reports summarizing the analysis.
* Validate output tables, listings or figures generated to ensure accuracy and reliability of analyses.
* Pre-process raw data to prepare for analysis. This includes cleaning and merging data from multiple sources, as well as understanding overall data quality.
* Design and develop dashboard and reports with interactive visualizations using libraries such as Highcharts, Plotly, etc.
* Produce high quality ad hoc and standardized reports, customized per project using R/Python procedures, tailored to different end users (e.g., clinicians, senior management, and hospital executives).
* Develop efficient programs, algorithms, or systems to reduce programing time of standardized data analyses and reports.

**Develop Project Analytic Plans Outlining Key Components of Analytical Approaches (15% of work time)**

* Work closely with colleagues and research partners to establish coding techniques, structure of dataset for studies and develop sound analytical plans.
* Work with other data scientists to understand which analytical approach would be best suited to answer the project objectives.
* Provide on-demand consultative data science expertise for ad-hoc requests and recommend data science approaches to meet client needs.
* Meet regularly with the project team to provide updates on project status and present results.
* Write project proposals and detailed analytic plans.
* Understand data requirements based on stated project goals.
* Integrate with the other Data Scientists to develop multi-disciplinary analytic approaches and assist in best practices and process development.

**Communication and Dissemination of Results (15% of work time)**

* Writing data reports containing the results of analyses.
* Preparing presentations and manuscripts for different small audiences (<15 people).
* Providing recommendations for analytical approaches.
* Providing recommendations based on results of analyses and project objectives.
* Constructing elegant visualizations and dashboards to communicate findings/output.
* Documenting and communicating errors in data/code to senior staff.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

A Masters level degree in Clinical Epidemiology, mathematics, statistics, biostatistics, computer science, or related discipline with at least 1 year of professional data science experience OR demonstrable equivalent combination of specialized education and experience.

* Ability to analyze and problem solve in the areas of data management and preprocessing, modeling, and evaluation, with consultation as needed.
* Beginner to intermediate experience (0 to 4 years) with the following: Shiny, RMarkdown, Jupyter Notebooks, HTML, CSS, Javascript, Git/GitHub/GitLab.
* Intermediate experience (4-5 years) with all of the following SQL, R and/or Python.
* Fully proficient in the use MS Office software (Word, Excel, PowerPoint, Outlook, Internet Explorer, etc.).
* Is comfortable designing and implementing basic to intermediate machine learning models using R/Python libraries under minimal supervision; linear regression, logistic regression, GLM, GAM, penalized regression, SVM, random forest, XGBoost, neural networks, and common time series models (ARIMA, holt-winter, state space models, etc.).
* Is comfortable documenting code and using version control systems such as Git under minimal consult.
* Is proficient in using common data visualization libraries from R or Python (Plotly, ggplot, matplotlib, etc.). Can build data visualizations using D3 libraries or open-source equivalents (e.g., highchart) and can prepare and automate data reports in RMarkdown or Jupyter notebooks with minimal consult.
* Must be able to read in and merge data from disparate sources, perform data quality checks, manage missing data, and prepare data for machine learning models under minimal supervision.
* Experience with unstructured data sources.
* Experience preparing data for varied statistical methods preferred.
* Experience with clinical data in a healthcare setting is a plus.
* [Advanced] Excellent attention to detail and proven ability to learn new skills.
* [Advanced] Excellent ability to learn new skills.
* [Advanced] Must be able to effectively communicate with end users and managers.
* [Advanced] Ability to analyze and problem solve in the areas of data management and preprocessing, modeling and evaluation, with consultation as needed.
* [Intermediate] Excellent organizational skills to manage multiple tasks in a timely manner, project management skills would be an asset.
* [Intermediate] Must be able to present to and train small groups (<15 people).

**Senior Research Data Scientist**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Senior Research Data Scientist**.

The main role of a Senior Data Scientist is to lead and design scientifically rigorous approaches to examining data, apply advanced analytical techniques to different types of data (including healthcare data), and translate the findings into meaningful, applied knowledge for end users. This includes conceptualizing algorithms and study designs, creating statistical analysis plans, conducting, and interpreting analyses, developing dynamic data visualizations for reports, and reporting findings in an applied manner.

The Senior Data Scientist will have excellent data science and programming skills, and an aptitude for data visualization. They will provide leadership and mentorship to the team and collaborate with external researchers including leading statisticians, computer scientists and engineers at external research centres. The senior role has more advanced/difficult and high-risk tasks; and senior role has more responsibility.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Lead and Develop Project Analytic Plans Outlining Key Components of Analytical Approaches (35% of work time)**

* Work closely with colleagues and research partners to establish coding techniques, structure of dataset for studies and develop sound analytical plans.
* Work with other data scientists to understand which analytical approach would be best suited to answer the project objectives.
* Provide on-demand consultative data science expertise for ad-hoc requests and recommend data science approaches to meet client needs.
* Meet regularly with the project team to provide updates on project status and present results.
* Write project proposals and detailed analytic plans.
* Understand data requirements based on stated project goals.
* Integrate with the other Data Scientists to develop multi-disciplinary analytic approaches and assist in best practices and process development.
* Develop and conduct independent research.
* Lead projects with multiple team members.

**Mentorship and Communication (30% of work time)**

* Writing data reports containing the results of analyses.
* Preparing presentations and manuscripts for different large audiences (>15 people).
* Providing recommendations for analytical approaches.
* Providing recommendations based on results of analyses and project objectives.
* Constructing elegant visualizations and dashboards to communicate findings/output.
* Documenting and communicating errors in data/code to senior staff.
* Mentor other team members and provide project/analytical guidance.

**Data Analyses, Statistical Modeling, and Machine learning (20% of work time)**

* Lead and develop detailed study protocols and analysis plans to perform a wide variety of statistical analyses, including: multivariable modeling, multilevel hierarchical analysis, longitudinal designs (including repeated measures), propensity score analysis, prediction modeling, multiple imputation.
* Conducting analysis with basic supervised and unsupervised machine learning methods.
* Manipulate, transform, and combine data from multiple R data sets to prepare for multiple study design formats, including cross-sectional, cohort, and case-control studies, and randomized trials.
* Perform descriptive statistical analysis in R, including but not limited to: variability, z-scores, skewness, kurtosis, confidence intervals, coefficients of variation, and statistical tests for significance, such as null-hypothesis testing.
* Apply models to unstructured text data, such as bag of words, LDA topic modeling, and word embeddings.
* Perform hyperparameter searches to find best fitting models.
* Prepare data visualizations for analysis, reporting, and presentations to end users, including clinicians, research, senior management, and hospital executives.
* Contribute to writing and reviewing manuscripts, especially methods sections.
* Apply common machine learning algorithms to answer project objectives using libraries from R/Python, e.g. linear regression, logistic regression, GLM, GAM, penalized regression, SVM, random forest, XGBoost, neural networks, and common time series models (ARIMA, holt-winter, state space models, etc.).
* Develop and apply advanced machine learning models, such as neural networks (feed forward, convolutional, recurrent), using the following libraries: Keras, TensorFlow, PyTorch.
* Analyze/interpret results of projects and draw conclusions for review and incorporation into reports/presentations.
* Compare and contrast results from different models using appropriate model performance summaries (e.g., RMSE, MAE, MAPE, AUC, sensitivity, specificity, NPV, PPV, etc.).
* Prepare output of analyses for review, including graphs, tables, and interpretations of results.
* Clearly document all model details, code and iterations using appropriate commenting and version control, such as Git.
* Work closely with dev ops teams to put models into production.
* Help build systems to closely monitor model performance post-deployment.
* Provide direction and guidance on database management.
* Provide oversight on analytical work of other team members.

**Data Exploration, Preparation, and Visualization (15% of work time)**

* Ensure adequate quality control by setting standards, monitor results and institute appropriate steps for data cleaning, consistency checks and other data quality control measures prior to analysis.
* Maintain data documentation, physical and logical storage of scripts, records, and master archive lists.
* Perform descriptive and inferential descriptive analysis in R and/or Python. Write HTML/PDF/Microsoft Word reports summarizing the analysis.
* Validate output tables, listings or figures generated to ensure accuracy and reliability of analyses.
* Pre-process raw data to prepare for analysis. This includes cleaning and merging data from multiple sources, as well as understanding overall data quality.
* Design and develop dashboard and reports with interactive visualizations using libraries such as Highcharts, Plotly, etc.
* Produce high quality ad hoc and standardized reports, customized per project using R/Python procedures, tailored to different end users (e.g., clinicians, senior management, and hospital executives).
* Develop efficient programs, algorithms, or systems to reduce programing time of standardized data analyses and reports.

 **Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

A graduate (Masters/PHD) level degree in Clinical Epidemiology, mathematics, statistics, biostatistics, computer science, or related discipline with at least 3 years of relevant experience OR demonstrable equivalent combination of specialized education and experience

* Ability to analyze and problem solve in the areas of data management and preprocessing, modeling, and evaluation. Able to mentor junior team members in each of the above-mentioned areas.
* Intermediate+ experience (4+ years) with the following: Shiny, RMarkdown, Jupyter Notebooks, HTML, CSS, Javascript, Git/GitHub/GitLab.
* Expert level experience (5+ years) with all of the following SQL, R and/or Python.
* Fully proficient in the use MS Office software (Word, Excel, PowerPoint, Outlook, Internet Explorer, etc.).
* Can provide consult and lead the design and implementation of basic to advanced statistical and machine learning models using R/Python libraries. All models mentioned in junior level, as well as state of the art machine learning models.
* Can manage project repositories on Git/GitHub/GitLab and provide consult and support to junior staff.
* Can lead in the design, implementation, and automation of reports in RMarkdown in Jupyter notebook. Understands how to distill the most important visualizations for end users/project team with no supervision.
* Can lead and guide more junior employees or perform all data preprocessing steps under no supervision; read in and merge data from disparate sources, perform data quality checks, manage missing data, and prepare data for machine learning models. Is comfortable preparing unstructured text data for machine learning models.
* Advanced knowledge in inferential statistics and data science, working with large, messy datasets, knowledge in clinical research/internal medicine is a plus but not necessary.
* Can provide consult and lead the design and implementation of basic to advanced machine learning models using R/Python libraries. All models mentioned in junior level, as well as state of the art machine learning models.
* Comfortable with preparing data for varied statistical methods and multiple study design formats.
* Demonstrated ability to develop software tools and support analytic operations.
* Experience preparing data for varied statistical methods preferred.
* Experience with clinical data in a healthcare setting is a plus.
* Experience with multiple study design formats preferred.
* Experience with using high-performance computing environment is an asset.
* Experience with working with large datasets using high-performance clusters is a plus.
* Knowledge in data science in a clinical research setting is a plus.
* [Advanced] Demonstrated the ability to adapt and manage changing priorities.
* [Advanced] Excellent attention to detail and proven ability to learn new skills.
* [Advanced] Excellent organizational skills to manage multiple tasks in a timely manner, project management skills would be an asset.
* [Advanced] Excellent ability to learn new skills.
* [Advanced] Must be able to effectively communicate with end users and managers.
* [Advanced] Ability to analyze and problem solve in the areas of data management and preprocessing, modeling, and evaluation, with consultation as needed.
* [Advanced] Must be able to present to and train large (15>) audiences.
* [Intermediate] Experience working independently and as a project lead in a team-based setting.
* [Intermediate] Able to mentor junior team members in each of the above-mentioned areas.

**Research Biostatistician**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Biostatistician**.

The primary role of the biostatistician is to support the biostatistic needs of researchers in designing clinical studies, developing statistical analysis plans, conducting data management, and performing analysis for research purposes.

The position involves collaborating closely with implementation scientists, epidemiologists, statisticians, transmission modelers, health economists, clinicians, infection prevention and control specialists, immunologists, virologists, public health teams, stakeholders, and community partners. This may include participating as co-investigator or collaborator in grants submitted to governmental and non-governmental agencies.

Projects may involve working with surveillance, survey, randomized controlled trial, retrospective and prospective cohort, spatial, serology, and intervention-specific data to lead statistical modeling and to support the parameterization of transmission models.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Data Management and Analysis to Aid in the Interpretation of Required Information (60% of work time)**

* Applies statistical theories and appropriate methods to conduct exploratory and statistical analysis/interpretation of data, and tests data, as required, to identify reliability and validity.
* Applies statistical theories to build/restructure statistical models for data analysis using appropriate statistical software, e.g., R, Stata, SAS, SPSS, and converts database, as required, to support data analysis.
* Completes cleaning/consistency checks, and other quality control measures necessary for the final analysis.
* Conducts exploratory, and statistical analysis of data to identify differences in relationships between data.
* May design, develop, clean, and manage datasets of parameters and probability distributions for mathematical models.
* Ensure accuracy of all statistical analyses and interpretation in clinical study reports.
* Identifies methodological approaches and decides on data required to answer specific questions.
* Manipulates datasets for merging, sorting, matching, and transforming.
* Prepares output of statistical analysis for review, including graphs, tables, and written work.
* Presents data to relevant parties for analytical review and reframes statistical queries to produce greater clarity of data.
* Writes data handling programs, if required, that best facilitates data linkage, transfers, and analyses.

**Ensures the Effective Management of Documents/ Information (15% of work time)**

* Accesses and configures data derived from raw data sources (e.g., the electronic medical records at St. Michael’s Hospital (SMH).
* Adheres to security and contractual requirements related to data acquired from external sources, e.g., CIHI, MOH, etc.
* Ensures privacy of data and confidentiality of pertinent PHI.
* Link different databases with varying structures and write data handling programs that best facilitate data linkage, transfers, and analyses.
* Maintains data documentation, physical and logical storage of records, and master archive lists.

**Performs Study Planning and Database Development Responsibilities (20% of work time)**

* Collaborates with Investigators and Research staff on new statistical and programming methods/techniques to develop study designs, e.g., data analysis plans, sample size calculations and assembling meaningful datasets for research questions.
* Collaborates with Senior and Junior Scientists, Investigators and Research staff and prepares findings for co-authorship of publications, academic presentations, or reports (tailored to different audiences).
* May also contribute to manuscript writing and editing for peer-reviewed publications as well as scientific and stakeholder presentations.
* Designs and constructs databases using data management programs e.g., Microsoft Access, which incorporates data entry systems, tracking/research functions, encryption/security, and other user utilities.
* Recommend statistical approaches and conduct statistical analysis.
* Support research processes such as contributing to grant writing and budget calculation for statistical analyses, and submission to governmental and non-governmental agencies.

**Provides Education for Investigators and Research Staff on the Use of and Interpretation of Statistical Data (5% of work time)**

* Contribute to project-specific meetings, and communication with collaborators.
* Explains capabilities, and limitations of databases and information.
* Meets with Investigators and Research staff, as required, to provide overview on using/interpreting statistical data and responds to questions they may have, etc.

 **Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

MSc in Biostatistics, Statistics, Epidemiology, Computer Science and/or related discipline and minimum 2 years’ experience in data management, statistical modeling/analysis, and scientific writing required OR

demonstrable equivalent combination of specialized education and experience.

* Knowledge of privacy legislation and study protocols to support work activity – required.
* Must be proficient in the use of at least one statistical language (R required; additional statistical language (SAS, Stata, Python, etc.) preferred) – required.
* Prior experience in cleaning raw data, exploratory data analyses – required.
* Experience with varied statistical methods, including multivariate modeling, propensity analysis, prediction modeling and multiple imputation required.
* Experience with multi-level models, survival analyses, complex survey and sampling designs, predictive and explanatory modeling – preferred.
* Experience demonstrating the ability to perform data analyses and programming using advanced statistical software such as R, Stata or SAS required.
* Experience with manipulating and linking large relational databases required.
* Knowledge of ICH Good Clinical Practice Guidelines required.
* Strong IT/Computer skills required.
* Demonstrate understanding of various sources of biases in data.
* Excellent documentation of code (analyses).
* [Advanced] Strong interpersonal skills, including demonstrated ability to work effectively and communicate with employees of varying levels of computer expertise required.
* [Advanced] Self-motivated/Work both independently (lead analytic projects) and as part of a diverse team in a collaborative and interdisciplinary research environment.
* [Advanced] Strong critical thinking and problem-solving skills required and exceptional analytical skills and an aptitude for accuracy and detail.
* [Intermediate] Ability to multi-task and prioritize tasks, with strong time management and project coordination to work effectively and accurately within deadlines.
* [Intermediate] Excellent verbal and written communication skills required.
* [Intermediate] Good presentation skills required.

**Senior Research Biostatistician**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Senior Research Biostatistician**.

The Senior Biostatistician is responsible for directing, leading, and designing advanced and complex study design and statistical analyses for studies conducted by the interdisciplinary research community, including Senior and Junior Scientists, Investigators and Research Staff. This also includes participating as co-investigator or collaborator in grants submitted to governmental and non-governmental agencies. The Senior Biostatistician conducts advanced and complex statistical modeling, either under the frequentist or Bayesian statistics framework, which includes model development and validation, predictive models, and may also include machine learning, deep learning, artificial intelligence, and data fusion. Study designs include observational (cross sectional or longitudinal) and randomized studies (clinical trials). May design and conduct simulation studies to evaluate estimation biases, calculate statistical power or determine sample size for complex study designs. The Senior Biostatistician is expected to oversee and mentor other researchers, biostatisticians and data analysts, and undergraduate/graduate students.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Develops Plan for the Study Design and Statistical Analyses. Performs Analyses and Advises on Interpretation of Results. (70% of work time)**

* Designs, directs, leads, and conducts advanced statistical modeling, for example sub-distribution hazard models, joint-modelling, event-level longitudinal data analyses, cluster analyses, structural equation modeling, multilevel modeling, multistate models. Develops complex statistical analyses plans.
* When appropriate, may design and perform Bayesian statistical modeling.
* Designs and conducts complex imputation algorithms, including multiple imputation.
* When appropriate, may design and conduct deep learning / statistical learning models.
* May help to design and develop datasets of parameters and fitting empirical distributions to generate fitted distributions for mathematical models.
* Ensure accuracy of all statistical analyses and interpretation in manuscripts and clinical study reports.
* Identifies methodological approaches and decides on data required to answer specific questions.
* Manipulates datasets for merging, sorting, matching, and transforming.
* Prepares output of statistical analysis for review, including graphs, tables, and written work.
* Designs analytic plans with the Epidemiologist, Senior Epidemiologist, and team principal investigators and research staffs.
* Conducts power and sample size calculations for complex study designs (e.g., correlated data, clustered data, complex survey designs, non-linear models, randomized trials).

**Develops Complex Statistical Analyses Plans and Co-Leads or Leads Research Studies. (15% of work time)**

* Collaborates with Investigators and Research staff on new statistical and programming methods/techniques to develop study designs, e.g., data analysis plans, sample size calculations and assembling meaningful datasets for research questions.
* Collaborates with Senior and Junior Scientists, Investigators and Research staff and prepares findings for co-authorship of publications, academic presentations, or reports (tailored to different audiences).
* May lead first-author methodological manuscripts for publication.
* Also contributes to manuscript writing and editing for peer-reviewed publications as well as scientific and stakeholder presentations. Write the methods sections of manuscripts and research grants.
* Leads statistical modeling (predictive and explanatory) studies and model validation, analysis, and reporting
* Provides on-demand consultative biostatistical expertise for ad-hoc requests.
* Recommend statistical approaches and conduct statistical analysis.
* Independently leads and writes the study design and analytic/statistical analyses sections of grant submissions to governmental and non-governmental agencies and study protocols. Estimates budget for conducting statistical analyses during the study period.

**Provides Education for Investigators and Research Staff on the Use of and Interpretation of Statistical Data (15% of work time)**

* Chair and lead project-specific meetings and communication with collaborators.
* Explains capabilities and limitations of statistical analyses plans, complex methodologies and assumptions, and veracity of interpretation of study results.
* Meets with Scientists (PIs), Investigators and Research staff, as required, to provide overview on using/interpreting statistical data and responds to their questions.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

PHD in Biostatistics or Statistics and/or related discipline and minimum 5 years’ experience in leading and designing complex statistical modeling/analysis, and scientific writing (as evidenced by first-author publications, and experience developing and writing methods for research grants) required OR demonstrable equivalent combination of specialized education and experience

* Knowledge of privacy legislation and study protocols to support work activity required.
* Must be proficient in the use of at least one statistical language (R required; additional statistical language (R, SAS, Stata, Python, etc.) preferred) – required.
* Prior experience in cleaning raw data, exploratory data analyses – required.
* Experience with varied statistical methods, including multivariate modeling, propensity analysis, prediction modeling and multiple imputation required.
* Experience with multi-level models, survival analyses, complex survey and sampling designs, predictive and explanatory modeling – required.
* Experience demonstrating the ability to perform data analyses and programming using advanced statistical software such as R, Stata or SAS required.
* Experience with manipulating and linking large relational databases required.
* Knowledge of ICH Good Clinical Practice Guidelines required.
* Strong IT and computer (statistical) programming skills required.
* Demonstrate understanding of various sources of biases in data.
* Excellent documentation of code (analyses).
* Experience with simulations.
* Experience with Bayesian statistics is an asset.
* Experience with Bayesian statistical programming (e.g., Winbugs, STAN, etc) is an asset.
* [Advanced] Ability to multi-task and prioritize tasks, with strong time management and project coordination to work effectively and accurately within deadlines.
* [Advanced] Strong interpersonal skills, including demonstrated ability to work effectively and communicate with employees of varying levels of computer expertise required.
* [Advanced] Excellent verbal and written communication skills required.
* [Advanced] Good presentation skills required.
* [Advanced] Self-motivated/Work both independently (lead analytic projects) and as part of a diverse team in a collaborative and interdisciplinary research environment.
* [Advanced] Strong critical thinking and problem-solving skills required/exceptional analytical skills. and an aptitude for accuracy and detail.

**Research Database Administrator**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Database Administrator**.

The primary role of the Database Administrator is to design, develop, implement and optimize the database systems for multiple projects for the research program. They will guide capacity planning, monitor database health, provide technical guidance and ensure critical backup and recovery services. The individual is results-oriented and able to manage multiple assignments simultaneously while ensuring commitments are met. They will work independently and in collaboration with the research program staff and all data users including data scientists, data engineers, clinicians, external researchers, students. The Database Administrator must have excellent technical skills as well as communication skills to express technical concepts in plain language.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Database Management Functions (60% of work time)**

* Manage and responsible for maintaining the Database Management System that controls and holds all databases for the research program and handles operations including system performance, data integrity, storage optimization, data access, security practices, privacy controls, etc.
* Provide capacity planning for adequate storage and other optimizing tasks that minimizes the risk of any data access downtime that might negatively impact the research program.
* Develop policies for database management and maintenance procedures.
* Lead development and coordinate testing data models.
* Responsible for monitoring the performance and health of databases.
* Responsible for the installation and configuration of databases for optimal performance.
* Responsible for maintaining security and permission controls of databases.
* Create and validate the backup and recovery procedures which are critical to ensure the successful recovery of a research program in case of a disaster/event.
* Manage multiple database environments (e.g. development, testing, production).
* Migrate databases between environments.
* Automate database maintenance processes to establish continued and efficient database operations.
* Lead and participate in the physical database design process.
* Prepare database objects such as tables, triggers and stored procedures to support delivery of new applications, as well as enhancements to existing applications.
* Perform testing and tuning database performance and SQL queries.
* Create design documents including ERDs and Workflow diagrams.
* Design various ETL (Extraction, Transformation and Loading) processes and perform tests on data.
* Evaluating solutions for business needs and planning the design, acquisition and buildout/deployment of same.
* Generate research databases and provide secure permissions to external collaborators (e.g. researchers, clinicians, students) and update versions to ensure that the most accurate data is available for high-impact research projects.
* Execute programming (i.e. SQL queries and write scripts) to generate reports and data extracts.
* Perform complex data analysis to support day-to-day operations.
* Collaborate with data engineer, data scientist, data architects, system administrators and others to understand business requirements and keep skills and knowledge current to stay informed of new trends in the industry.
* Identify, evaluate and recommend hardware or software technologies to achieve desired database performance.
* Set up database environments backup, or recovery processes.
* Plan and install upgrades of Database Management System software to enhance database performance.
* Ensure the protection of data from unauthorized persons.

**Perform Support, Troubleshooting, and Leadership Responsibilities (30% of work time)**

* Actively participate in developing data models and database designs with Data Administration team; Provide constant feedback.
* Lead research staff in training (tutorials, instructions, documentation) and understanding of database concepts and techniques and develop expertise to train staff on new technologies.
* Assist other members of the team with resolving technical issues when needed expertise exceeds their skill set.
* Provide technical guidance to project teams as well as internal and external stakeholders including clinicians, researchers, students, trainees.
* Respond quickly and decisively as issues arise to bring about a quick resolution.
* Provide advanced troubleshooting, audits and performance reviews to ensure that the database systems are running at optimal technical levels.
* Perform troubleshoot on all ETL (Extract, Transform and Load) processes and resolve issues effectively.
* Support research program data operation needs as required.

**Perform Project Documentation and Database Administrative Responsibilities (10% of work time)**

* Maintain and assist with writing/updating standard operating procedures and other documents to support database operations.
* Notify manager and team of any issues and errors with code.
* Write documentation and contribute code to project Git (version control) repositories so that all work is reproducible.
* Attend code review meetings to discuss any problems/solutions to project code bases.
* Write and create reports on database health and performance.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

An undergraduate degree or equivalent in relevant experience in Computer Science, Engineering or Business and a minimum of two (2) years of demonstrated experience in the field is required OR demonstrable equivalent combination of specialized education and experience.

* Good knowledge of data entity modeling.
* Strong knowledge of Database Management Systems (software) and tools.
* Experience building and supporting Database HA clusters and DR replication.
* In depth experience of operating systems (preferably Linux), and software development life cycle (SDLC).
* Experience in performance tuning and optimization, using native monitoring and troubleshooting tools.
* Experience with writing SQL and PLSQL code.
* Practical knowledge of data exchange formats such as csv, json, xml.
* Demonstrated ability in problem determination and resolution techniques.
* Demonstrated ability to multi-task with a high degree of focus is essential.
* Works well with others, strong ability to lead junior team members through good work practices.
* Manages workload through effective planning, organization, problem solving, and prioritization of tasks/projects.
* Communicates effectively both verbally and in writing with other administrators, management, external stakeholders.
* Excellent documentation skills and familiarity with change management and ITIL processes.
* [Advanced] Proficient with MS Office software (Word, Excel, PowerPoint, Outlook, etc.).
* [Advanced] Effective time and self-management.
* [Advanced] Demonstrated flexibility and ability to adapt to change.
* [Advanced] Demonstrated strong analytical, organization, conceptual and decision-making skills and the ability to work within a team environment. Resourcefulness and problem-solving aptitude.
* [Advanced] Demonstrated ability to explain complex concepts in simple terms.
* [Advanced] Demonstrated excellent verbal and written communication skills.
* [Intermediate] Demonstrated leadership and commitment to continuous professional learning.
* [Intermediate] Planning and organization skills.

**Research Systems Administrator**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Research Systems Administrator**.

The primary role of the Research Systems Administrator is to ensure that all systems for the research program are running at optimal technical levels. They will be managing multiple requirements including deployment, updating, monitoring, data security, user permissions, networking.

The Research Systems Administrator must have excellent technical skills as well communication skills to express technical concepts in in plain language.

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**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs System Maintenance and Administration Responsibilities (60% of work time)**

* Manage and monitor all production-related systems and respond quickly and decisively as issues arise to bring about a quick resolution.
* Perform Linux OS installation, configuration, evaluation, upgrading, patching, monitoring, and troubleshooting.
* Deploy and configure server services to include LDAP, FTP, SFTP, FTPS, CRON, NFS, DNS and ensure their availability and stability.
* Work with DB teams to optimize Postgresql Database Server(s) performance and related requirements, such as CPU cores, shared memory, disk space extension.
* Leverage Bash, Perl, Python, or other scripting skills as needed to provide systems-level automation for recurring tasks and functions.
* Handle the creation of user accounts on the directory service, and access management for our various systems/software.
* Provide incident response, diagnostic and advanced troubleshooting connectivity, credentials, and access issues and resolve them before they become noticeable.
* Create playbooks and deploy them via tools such as Ansible.
* Occasionally deploy services to LXD/Docker containers.

**Perform Support, Troubleshooting, and Leadership Responsibilities (30% of work time)**

* Provide high-level technical guidance to the team, in the design of new systems and solutions to streamline workflows and operations.
* Assist other members of the team with resolving technical issues when needed expertise exceeds their skill set.
* Actively participate in meetings and provide constant updates and feedback to the team on actions being taken and blockers encountered.
* Maintain active involvement in designated activities of new projects going live.
* Provide knowledge transfer and technical training of our systems to partners and stakeholders as needed.
* Provide leadership in problem-solving, incident identification and resolution.

**Perform Business Support and Technology Improvement Responsibilities (10% of work time)**

* Evaluating solutions for business needs and planning the design, acquisition, and buildout/deployment of same.
* Identify and develop methods and procedures to enhance system security and auditing.
* Document systems, services, and software in our environment, including Standard Operating Procedures and maintain the documentation as changes occur.
* Keep skills and knowledge current and stay informed of new trends in the industry.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

An undergraduate degree or equivalent in relevant experience in Computer Science and 2 years of experience in a similar position. Proven work experience in IT, System Administrator, Network Administrator or similar role OR demonstrable equivalent combination of specialized education and experience

* An extensive experience working with operating systems (preferably Linux) and bash scripting.
* Experience in building and managing infrastructure that supports high performance computing workloads and data platforms containing PHI.
* Ability to work with technical management to determine architecture for overall systems operation and new systems projects.
* Knowledge of cloud computing technologies. Extensive experience with performing daily duties of backups, maintenance on applications and OS services, patching, tuning, scripting, automating tasks, and troubleshooting.
* Experience in automating workflow and maintaining consistency within the Systems Infrastructure.
* Experience with supporting databases, networks (LAN, WAN), systems upgrades and patch management.
* Knowledge of system security (e.g., intrusion detection systems) and data backup/recovery.
* Knowledge of tracking and analyzing performance and resource utilization, and recommending changes, upgrades, and enhancements based on the technical analysis.
* [Advanced] Resourcefulness and problem-solving aptitude.
* [Advanced] The ability to work under pressure in a fast-paced environment. Effective time and self-management.
* [Intermediate] Planning and organization skills.
* [Intermediate] Excellent written and verbal communication skills.
* [Intermediate] Customer service skills.
* [Intermediate] Demonstrated flexibility and ability to adapt to change.

**Scientific Advisor**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Scientific Advisor**.

The Scientific Advisor will design and lead the application of clinical, epidemiological and/or methodological approaches for research work within the research scope of the relevant unit or research lab. This includes designing scientifically sound approaches to examining data, enhancing and/or developing methodologies for project proposals and grants, as well as providing oversight on analytical approaches to ensure that the findings are meaningful to the relevant stakeholders (clinical, policymakers, etc.). The Scientific Advisor will use their advanced and unique expertise in the relevant research area and methodologies to ensure timely and rigorous delivery of the proposals, grants, and/or projects.

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**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Scientific Research Management Responsibilities (40% of work time)**

* Provides direction on scientific methodology, analytical planning, and scientific/clinical relevance for high impact research publications and grant proposals, working closely with program leadership, research team and external stakeholders.
* Provides direction on the development of quality measurement reports. This will include stakeholder engagement/consultation, literature synthesis, and implementation of statistical risk adjustment methods.
* Plans, designs, and co-leads the scientific methodology of research projects such as developing statistical plans, advising on best practices for protocols based on discipline specific expertise, and provides guidance on results.
* Primary liaison for external stakeholders including clinicians and researchers for research activities including cultivating collaborative research projects across multiple research groups and academic institutions.
* Maintains accountability and responsibility on analytical research work of other team members.
* Presents and participates in external meetings and committees including internal and external such as international conferences. Presentations may include scientific methodologies, project results and evaluation.
* Provides expertise and guidance to study protocols, project proposals, and research ethics board applications.
* Co-leads writing, and reviewing research manuscripts, reports and grant proposals with principal investigator(s) and other research collaborators.
* Initiates new research projects, including, independent or co-leadership, development and writing of proposals and protocols.
* Co-leads and performs knowledge translation activities with the research team and collaborators.
* Supports a culture of professional development, scientific curiosity, and excellence.
* Integrates with the team to develop multi-disciplinary analytic approaches, and assist in best practices and process development.

**Performs Scientific Research and Analytical Expertise (40% of work time)**

* Provides direction, conducts and interprets statistical analyses.
* Provides direction, prepares data visualizations for analysis, reporting, and presentations to end users, including clinicians, research, senior management, and hospital executives.
* Provides direction, analyzes/interprets results of projects and draw conclusions for review and incorporation into reports/presentations.
* Prepares data visualizations for analysis, reporting, and presentations to end users, including clinicians, research, senior management, and hospital executives.
* Conducts and interprets statistical analyses including descriptive, inferential, predictive and advanced mathematical modelling.
* Analyzes/interprets results of projects and draw conclusions for review and incorporation into reports/presentations.
* Identifies areas of improvements to advance research productivity.
* Resolves methodological/analytical challenges through effective problem solving.

**Mentorship and Communication (20% of work time)**

* Provides direction and guidance to team including technical staff and graduate students on project goals, research objectives, and quality reporting initiatives.
* Promotes a teamwork environment where staff from diverse multilingual and multicultural backgrounds can interact productively and efficiently.
* Engages, and provides scientific/clinical leadership in research projects and grant funding opportunities.
* Coordinates and delegates project tasks.
* Mentors, guides, and provides leadership to junior members of team, including students, data scientist, data analyst, research assistants.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

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* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

PhD in Biostatistics, Epidemiology, Applied Computer Science, Engineering, or a similar quantitatively-rigorous discipline and 3 Years of relevant experience OR demonstrable equivalent combination of specialized education and experience.

* Advanced knowledge in inferential statistics and data science.
* Knowledge in clinical research or internal medicine is preferred.
* Demonstrated grant writing experience and ability to secure external research funding.
* Advanced knowledge and experience in statistical analysis methods, for developing and validating risk adjustment models with large administrative and clinical datasets.
* Knowledge and experience with statistical software such as R and/or Python.
* Experience and knowledge gained in 3+ years of working in relevant research environment.
* [Advanced] Resourcefulness and problem-solving aptitude.
* [Advanced] Excellent communication and interpersonal skills.
* [Advanced] Ability to work independently and as part of a team.
* [Advanced] Effective time and self-management.
* [Advanced] Demonstrated flexibility and ability to adapt to change.
* [Advanced] High attention to detail.
* [Intermediate] Strong organizational and planning skills to manage multiple projects in a timely manner.

**Manager, Information Systems**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Manager, Information Systems**.

The primary of the responsibility role of Manager, Information Systems (IS), is to lead on implementation, development and operation of [a programs] information systems, with an ability to manage a team of systems administrators, programmers and database administrators and oversee multiple data assets including high performance computing environments and securing the privacy of PHI data. The incumbent is a natural problem solver who is able to engage well with the many stakeholders, including senior leaders, academic partners, researchers, vendors and external administrators involved to ensure a positive system implementation and operation.

The manager will be the central person responsible for the efficient running of key information systems and for the development, launch and ongoing management of technology-related projects for the storage, processing, and security of health research-related data for the data team and external stakeholders.

This is a highly technical role that requires the ability to develop and execute digital visions and strategies.

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**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Strategic Planning Responsibilities and Maintains Accountability for the Effective Functioning of Research Information Systems (50% of work time)**

* Maintains overall responsibility for all Information Systems needs and requirements to manage program’s robust and sustainable data platform with large-scale infrastructure IT requirements including web-based applications, data pipelines, database storage and high performance computing environments.
* Lead and develop strategic plans to manage and monitor the vital information systems operations and business development that are critical to the overall success of the program.
* Responsible for aligning and prioritizing the team’s activities with program leadership’s goals and objectives as well as ensuring the successful and continued systems operation of program’s data platform.
* Manage dedicated secure and private computation environments that is used to store and analyze extremely large volumes of highly sensitive hospital patient data for hundreds of researchers and students with a variety of interdisciplinary focuses.
* Ensures that a program(s) infrastructure and systems are keeping pace with technological developments such as OS software, virtual servers, security and network software, and back up data.
* Provide ownership of and lead on the operational aspects of developing, implementing, launching and maintaining a program(s) Information Systems, taking a lead in providing a professional, high-quality research technology service to internal and external data users.
* Responsible for the day-to-day management, maintenance, and security of a program's Information Systems.
* Leads the review and mitigation of security vulnerabilities to minimize privacy risks and internal/external threats (e.g. phishing, ransomware, social engineering), to systems, testing and verification of system upgrades, data infrastructure integrity, and the proactive communication of updates and changes to all users.
* Lead on the coordination and implementation of systems across a program's different environments, ensuring effective interoperability with other research-related systems, establishing an easy-to-use system for different user groups (academics, researchers, healthcare providers).
* Responsible for quality assurance by ensuring the upkeep, enhancement and development of a program's Information Systems, working in line with research strategies and requirements, acting as a super-user of the infrastructure and a key member of different user-groups in developing policies for the use of a program's Information Systems, and enhancing systems user experience.
* Act as program's lead for Information Systems internal and external audits of system access/changes, hierarchy maintenance and data integrity; advising colleagues on best practices and supervising colleagues in the development and implementation of improved collection, storage, and processing methods.
* Responsible for the design, development, implementation and delivery of information security training workshops linked to the implementation of new software and subsequent system changes. Ensuring that interventions are fit for purpose, current and innovative by conveying complex material to a broad range of audiences. This could include communications, briefings (verbal and written) and training seminars to managers and colleagues affected by Information Systems changes.
* Communicates on-going updates of system operations and activities to program leadership, team and as required, external stakeholders including hospital IT staff, researchers and users of program’s data platform.
* Monitors, and reviews program scope and success criteria.
* Demonstrate high-level influencing skills and people management skills to work with colleagues to deliver a multi-faceted and complex system. This will include engaging with senior managers, system providers externally, and managing the work of others where required.
* Identifying challenges and finding solutions that are within the boundaries of a program(s) and Unity Health Toronto policies.
* Demonstrate a commitment to personal and professional development, which may at times involve travel, in order to develop, maintain and apply skills relevant to new technologies, changing regulation or work environment.
* Responsible for undertaking any other duties as deemed appropriate by the Director, Data Science.

**Performs Technical and Operational Expertise (40% of work time)**

* Provides technical expertise with respect to purchasing, installation, system upgrades, enhancements, integration, database administration and maintenance of a program’s growing infrastructure which includes both hardware (e.g. gpu/cpu servers, hot/cold storage, network switches) and software (e.g. SIEM/cybersecurity/vulnerability/virus monitoring, virtual machines, user management, logging, backup) components.
* Primary liaison for internal stakeholders, including the St. Mike's IT and Security teams, to identify core needs, requiring responsiveness and communication.
* Primary liaison with internal and external collaborators including Unity Health Toronto’s IT and other hospital IT teams, vendors and research teams, building a strong collaborative alliance that is effective and efficient, to ensure that the optimal solution is developed that meets the infrastructure needs of the research program.
* Responsible for driving technology projects that optimize system operations, support program growth, comply with internal or external guidelines (e.g. Research Ethics Boards, Threat Risk Assessments, Privacy Impact Assessments) with clarity of purpose while being willing to listen.
* Strong critical thinking to ensure that the program infrastructure continues to be successful with program’s growing demands on computation, storage and other key resources as well as ensuring effective integration with future technologies and other key technical stakeholders including Unity Health Toronto’s IT, other hospital IT teams and users of program’s data platform.
* Leads, develops and supports teams in generating user guidance/help documentation.
* Develop standardized reporting with the ability to produce ad hoc reports.
* Plans, evaluates and prepares Information Systems operations to be up-to-date with the latest technologies including vulnerabilities and threats and any other security risks.
* Maximize the potential for reporting and providing high-quality management information.
* Develops standardized operations to ensure smooth implementation of any upgrades and developments.
* Provides research and development services which will identify and test new opportunities (e.g. proof-of-concept).
* Prepares system change/development specifications and documentations for support/maintenance of research applications.
* Ensures application systems offer the highest possible reliability and performance.
* Identifies areas of improvements to advance Information Systems operations.
* Resolves technical challenges through effective problem solving, continuous monitoring and change management practices.
* Engagement with stakeholders, including the owners of other internal systems.
* Lead information security training workshops for core system users including technical materials.
* Consults on technical initiatives, evaluate technical project proposals and make recommendations to support overall research goals.
* Provide technical guidance and collaborates closely with program staff, researchers and other external data users.
* Organize and coordinate program's procurement activity which may include tenders, contracts and liaising with external providers. Work to establish a strong, effective relationship with the service providers.

**Performs Human Resources Management Responsibilities (10% of work time)**

* Maintains responsibility and oversight for recruiting/hiring new staff, on behalf of the Director, Data Science, including training, onboarding and continued professional growth development.
* Performs associated scheduling functions to ensure staffing levels are maintained at efficient and optimal levels (including daily, vacation, and sick time coverage).
* Develops, mentors, trains and evaluates all direct reports.
* Builds an effective team by engaging staff through team meetings, coaching, etc.
* Promotes a teamwork environment where staff from diverse multilingual and multicultural backgrounds can interact productively and efficiently.
* Ensures a safe and inclusive working environment for staff following Unity Health Toronto guidelines and policies.
* Ensures staff compliance with mandatory workshops/training (e.g. WHMIS, work place violence policy, hand hygiene, etc).
* Ensures staff documentation/record keeping is complete and up to date, collaborating with Human Resources in the development of up to date job documentation, as required.
* Establish, organize and implement strategies within the portfolio and is responsible for the operations of its departments as well as the effective use of its resources (budget, staffing, etc).
* Ensures financial and planning processes are appropriately linked to projects, service delivery and other visible department outputs which provide value to clients, while identifying opportunities for cost savings and revenue generation.
* Maintains full responsibility for planning, monitoring, managing and allocating departmental budget to meet departmental goals.
* Managing resources in a manner that will optimally impact financial result.
* Reviewing the budget on an ongoing basis to ensure that actual expenditures come in on target.
* Approving expenditures, within signing authority limits.
* Analyzing financial/statistical reports on a regular basis, taking remedial action to resolve identified issues.
* Monitoring, analyzing and reconciling variances from approved plan, taking remedial action to attain budgeted targets and mitigate run rates.
* Preparing and presenting financial reports, as required.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

At least a Bachelor’s degree in Computer Science, Health Information Management, or a related discipline or equivalent experience and ten (10+) years of experience managing research information systems OR demonstrable equivalent combination of specialized education and experience.

* In depth knowledge of Linux environments required.
* Excellent understanding of IT systems and implementations required.
* Experience working in a research environment and/or support research studies required.
* Experience in implementing and managing a complex data platform.
* Experience leading projects.
* Expert in the use of scripting tools and MS Office software.
* Demonstrated ability to effectively manage teams and projects required.
* [Advanced] Excellent interpersonal and communication skills required.
* [Advanced] Ability to work in a constantly changing and fast passed environment required.
* [Advanced] High level of initiative and self-direction required.
* [Advanced] Demonstrated leadership and commitment to continuous professional learning required.
* [Advanced] Ability to work independently and as a part of a team.
* [Advanced] Excellent time management skills required.

**Manager, Data Quality**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Manager, Data Quality**.

The primary role of the Data Quality Manager is to be responsible for the overall data quality for a research program. The Manager will provide leadership and mentorship to the team and develop strategies to support the scalability and sustainability of the research program. They will collaborate with all data users including external researchers to identify and resolve complex data quality issues. They will manage all data quality activities and ensure that the data is accurately and appropriately transformed, loaded, and interpreted throughout the data platform following research data management practices.

This is a highly technical role that requires excellent data science, advanced programming skills, complex problem solving/critical thinking and strong interpersonal skills.

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**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Data Management Responsibilities and Maintains Accountability for the Data quality of the Research Program (50% of work time)**

* Leads and develops all data quality strategic plans and activities to establish a scalable and robust workflow for large networks (e.g. growing hospital network of 30+ hospitals).
* Maintains overall responsibility for the data quality of research program to ensure effective functionality and productivity of all activities including establishing and maintaining strong external reputation for high quality data Responsible for day-to-day management, planning and maintenance of the research program’s data quality activities including prioritizing work in alignment with program leadership.
* Manage extremely large volumes of complex data sets which includes granular clinical information of hospital patient data.
* Works with data in a dedicated and high-performance cloud-based computing environment that can be leveraged by hundreds of researchers and students with a variety of interdisciplinary focuses that contribute to successful grant submissions and high-quality publications.
* Identifies and develops opportunities to strengthen and enhance the data quality of the research program and associated research projects to ensure that the data is accurately represented and interpreted in a clinically meaningful manner.
* Provides ownership and lead on all aspects of developing, implementing, launching, and maintaining the data quality for the research program.
* Maintains responsibilities for the team’s activities and manages and resolves any conflicts including competing project deadlines, resource allocation and capacity planning.
* Leads projects with multiple team members.
* Monitors and reviews program scope and success criteria.
* Demonstrates high-level influencing skills and people management skills to work with the team to deliver a multi-faceted and complex system. This will include engaging with senior managers, external hospital staff, and managing the work of others where required.
* Identifies and develops opportunities to strengthen and enhance the research program’s data operations and research activities.
* Contributes to the review and development of strategies for the research program deliverables.
* Communicates on-going updates of the research program data quality activities.
* Develops and implements policies, procedures, and standards in line with relevant guidelines, standards, regulations and/or Hospital requirements.
* Identifies challenges and finding solutions that are within the boundaries of the research program and Unity Health Toronto policies.
* Demonstrate a commitment to personal and professional development, which may at times involve travel, in order to develop, maintain and apply skills relevant to new technologies, changing regulation or work environment.
* Responsible for undertaking any other duties as deemed appropriate by the Director, Data Science.

**Performs Analytical and Operational Expertise Responsibilities (40% of work time)**

* Primary liaison for the research program data quality inquiries to the team, external stakeholders including clinicians and researchers.
* Provides analytical and technical expertise and decision-making to the research program staff and collaborators.
* Manages direction and oversight of data quality projects, ensuring timelines are met, issues resolved and outcomes are accurate.
* Maintains accountability and responsibility to the program’s leadership for data quality which is critical to the reputation of the program through external engagement via publications, conferences, media communication, etc.
* Provides direction and guidance to team including technical staff and graduate students on project goals, research objectives and quality reporting initiatives.
* Responsible for resolving quality control issues as quickly as possible to reduce errors, monitors results, and institutes appropriate steps for data cleaning, consistency checks and other data quality control measures prior to analysis.
* Establishes and implements areas of improvements to advance data quality operations and activities.
* Consults and evaluates data quality analytical initiatives and proposals, makes recommendations to support the research program’s work.
* Establishes best practices for standardizing work activities for the on-going growth and sustainability of research program to ensure work is done at the highest possible quality with minimal issues.
* Initiates new data quality metrics for the long-term growth of program.
* Works to integrate successfully with all of the research program activities.
* Resolves challenges through effective problem solving.
* Develops, reviews, and enforces privacy rules to ensure confidentiality and security of data following policies and procedures that are aligned with relevant guidelines, standards, regulations and/or Hospital requirements.

**Performs Human Resources Management Responsibilities (10% of work time)**

* Maintains responsibility and oversight for recruiting/hiring new staff, on behalf of the Director, including training, onboarding and continued professional growth development.
* Performs associated scheduling functions to ensure staffing levels are maintained at efficient and optimal levels (including daily, vacation, and sick time coverage).
* Builds an effective team by engaging staff through team meetings, coaching, etc.
* Develops, mentors, trains and evaluates all direct reports.
* Promotes a teamwork environment where staff from diverse multilingual and multicultural backgrounds can interact productively and efficiently.
* Coordinates and delegates project tasks.
* Ensures staff documentation/record keeping is complete and up to date, collaborating with Human Resources in the development of up to date job documentation, as required.
* Ensures a safe working environment for staff.
* Provide oversight on analytical work of other team members.
* Ensures a safe and inclusive working environment for staff following Unity Health Toronto guidelines and policies.
* Ensures staff compliance with mandatory workshops/training (e.g. WHMIS, work place violence policy, hand hygiene, etc.).
* Establish, organize and implement strategies within the portfolio and is responsible for the operations of its departments as well as the effective use of its resources (budget, staffing, etc.).
* Ensures financial and planning processes are appropriately linked to projects, service delivery and other visible department outputs which provide value to clients, while identifying opportunities for cost savings and revenue generation.
* Maintains full responsibility for planning, monitoring, managing and allocating departmental budget to meet departmental goals.
* Managing resources in a manner that will optimally impact financial result.
* Reviewing the budget on an ongoing basis to ensure that actual expenditures come in on target.
* Approving expenditures, within signing authority limits.
* Analyzing financial/statistical reports on a regular basis, taking remedial action to resolve identified issues.
* Monitoring, analyzing and reconciling variances from approved plan, taking remedial action to attain budgeted targets and mitigate run rates.
* Preparing and presenting financial reports, as required.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Masters degree (higher preferred) in Computer Science, Clinical Epidemiology, Engineering, Biostatistics and/or related discipline and a minimum of five years of demonstrated experience in the field is required OR demonstrable equivalent combination of specialized education and experience.

* Advanced knowledge in data management, data analytics and best coding practices required.
* Experience in quality improvement field is an asset.
* Experience managing and supervising a team of data analysts.
* Experience leading projects.
* Experience in implementing and managing a complex data platform preferred.
* Expert in the use of R and MS Office software Also, python, perl, SQL and other tools (i.e. quality control, analytics, visualization, etc.).
* Knowledge of the healthcare system and funding mechanisms is an asset.
* [Advanced] Excellent oral/written communication, writing and interpersonal skills.
* [Advanced] Excellent analytical skills and high attention to detail.
* [Advanced] Excellent Organization Skills.
* [Advanced] Highly developed problem solving and negotiation skills to achieve project goals and objectives.
* [Advanced] Ability to work in a constantly changing and fast passed environment required.
* [Advanced] Ability to work independently and as a part of a team.

**Manager, Data Operations**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Manager, Data Operations**.

The primary role of the Manager, Data Operations, is to manage all data operations and activities for a research program. The Manager will provide leadership and data expertise to the team, collaborators, and external stakeholders while implementing best research data management practices. They will lead multiple projects that require critical thinking, complex problem solving, engaging with many partners including senior leaders, academic researchers, external administrators to ensure that key deliverables are met, and the successful operation of the research program’s data operations pipeline. The manager will lead a technical team and be responsible for the planning, implementation and development of on-going data activities that are vital to the research program’s core mission. This role will build relationships and work closely with hospital partners.

This is a highly technical role that requires excellent data science and advanced programming skills, strong attention to detail and proven experience in data management.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Strategic Planning Responsibilities, and Maintains Accountability for the Effective Functioning of the Research Program’s Data Operations (50% of work time)**

* Leads and develops strategic plans for operations and business development as they relate to the research program’s Data Operations which includes aligning and prioritizing the team’s activities with the program’s leadership goals and objectives as well as ensuring the successful and continued operation of program’s data operations.
* Maintains overall responsibility for the accuracy, quality and timeliness of all the research program’s Data Operations to ensure effective functionality and productivity of all activities.
* Leads and coordinates all activities to establish a scalable and robust workflow for the research program’s growing data activities.
* Provides ownership and leads on all aspects of developing, implementing, launching, and maintaining the research program’s data operations.
* Manage very extremely large volume of hospital patient data sets.
* Works with data in dedicated and high-performance cloud-based computing environment, that can be leveraged by hundreds of researchers and students with a variety of interdisciplinary focuses, leading to a >20 active grants and >100 publications and presentations.
* Leads, initiates, provides guidance and oversight on analytical and data infrastructure projects with multiple team members and may involve external collaborators.
* Responsible for day-to-day management, planning and maintenance of the research program’s data operations.
* Makes recommendations and provides feedback to program leadership’s review and development of strategies for the research program deliverables.
* Communicates on-going updates of the data science operations and activities to program leadership, team and as required, external stakeholders.
* Maintains responsibilities for the team’s activities and manages and resolves any conflicts including competing project deadlines, resource allocation and capacity planning.
* Develops and implements data science policies, procedures, and standards in line with relevant guidelines, standards, regulations and/or Hospital requirements.
* Monitors, and reviews program scope and success criteria.
* Demonstrates high-level influencing skills and people management skills to work with the team to deliver a multi-faceted and complex system. This will include engaging with senior managers, external hospital staff, and managing the work of others where required.
* Identifies and develops opportunities to strengthen and enhance the research program’s data operations and research activities.
* Identifies challenges and finding solutions that are within the boundaries of the research program and Unity Health Toronto policies.
* Demonstrate a commitment to personal and professional development, which may at times involve travel, in order to develop, maintain and apply skills relevant to new technologies, changing regulation or work environment.
* Responsible for undertaking any other duties as deemed appropriate by the Director, Data Science.

**Performs Analytical and Operational Expertise Responsibilities (40% of work time)**

* Primary liaison for external stakeholders including clinicians and researchers for the research program data inquiries.
* Provides analytical and technical expertise and decision-making to the research program staff and collaborators.
* Maintains accountability and responsibility to program leadership for data operations and activities.
* Engages with external stakeholders to establish and maintain strong relationships with participating hospital site data leads to extract, validate and transfer data.
* Develops project plans and evaluates timelines to meet the research program’s deliverables.
* Works closely with all team members to integrate successfully with all of the research program activities.
* Consults and evaluates analytical initiatives and project proposals, makes recommendations to support the research program’s work.
* Responsible for data operation activities including ensuring that they remain optimized and managed appropriately including monitoring and handling any issues, and reviewing activities for continued improvement while remaining within expected budget.
* Establishes, and implements data governance policy for use and access of data.
* Plans, and prepares for expansion to additional hospitals and growing data activities.
* Develops and enforces standardized operations to ensure work is done at the highest possible quality with minimal issues.
* Develops, reviews, and enforces privacy rules to ensure confidentiality and security of data following policies and procedures that are aligned with relevant guidelines, standards, regulations and/or Hospital requirements.
* Identifies areas of improvements to advance data science operations and activities.
* Resolves challenges through effective problem solving.

**Performs Human Resources Management Responsibilities (10% of work time)**

* Maintains responsibility and oversight for recruiting/hiring new staff, on behalf of the Director, including training, onboarding and continued professional growth development.
* Performs associated scheduling functions to ensure staffing levels are maintained at efficient and optimal levels (including daily, vacation, and sick time coverage).
* Develops, mentors, trains and evaluates all direct reports.
* Coordinates and delegates project tasks.
* Builds an effective team by engaging staff through team meetings, coaching, etc.
* Promotes a teamwork environment where staff from diverse multilingual and multicultural backgrounds can interact productively and efficiently.
* Ensures a safe and inclusive working environment for staff following Unity Health Toronto guidelines and policies.
* Ensures staff compliance with mandatory workshops/training (e.g. WHMIS, work place violence policy, hand hygiene, etc.).
* Ensures staff documentation/record keeping is complete and up to date, collaborating with Human Resources in the development of up to date job documentation, as required.
* Provides oversight on analytical work of other team members.
* Establish, organize and implement strategies within the portfolio and is responsible for the operations of its departments as well as the effective use of its resources (budget, staffing, etc).
* Ensures financial and planning processes are appropriately linked to projects, service delivery and other visible department outputs which provide value to clients, while identifying opportunities for cost savings and revenue generation.
* Maintains full responsibility for planning, monitoring, managing and allocating departmental budget to meet departmental goals.
* Managing resources in a manner that will optimally impact financial result.
* Reviewing the budget on an ongoing basis to ensure that actual expenditures come in on target.
* Approving expenditures, within signing authority limits.
* Analyzing financial/statistical reports on a regular basis, taking remedial action to resolve identified issues.
* Monitoring, analyzing and reconciling variances from approved plan, taking remedial action to attain budgeted targets and mitigate run rates.
* Preparing and presenting financial reports, as required.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

Masters degree in Computer Science, Clinical Epidemiology, Engineering, Biostatistics and/or related discipline and at least 5 years’ relevant experience managing large scale projects required, preferably in a healthcare setting OR demonstrable equivalent combination of specialized education and experience.

* Advanced knowledge in data management, data analytics and best coding practices required.
* Experience in Quality Improvement field is an asset.
* Experience managing and supervising a team of data analysts.
* Experience in implementing and managing a complex data platform.
* Expert in the use of R and MS Office software Also, python, perl, SQL and other tools (i.e. quality control, analytics, visualization, etc.).
* Knowledge of the healthcare system and funding mechanisms is an asset.
* PMP certificate is an asset.
* Demonstrated ability to effectively manage teams and projects required.
* [Advanced] Excellent oral/written communication, writing and interpersonal skills.
* [Advanced] Excellent analytical skills and high attention to detail.
* [Advanced] Excellent Organization Skills.
* [Advanced] Highly developed problem solving and negotiation skills to achieve project goals and objectives.
* [Advanced] Ability to work in a constantly changing and fast passed environment required.
* [Advanced] Excellent oral/written communication, writing and interpersonal skills.
* [Advanced] Ability to work independently and as a part of a team.

**Manager and Scientific Lead**

Insert Description of Research Program.

The (Insert Research Program Name) is currently looking for a **Manager and Scientific Lead**.

The primary role of the Manager and Scientific Lead is to lead the direction of the research program and implement strategies to further advance the understanding and knowledge of scientific/clinical activities.

The Manager and Scientific Lead will be responsible for providing clinical, epidemiological and/or methodological expertise. This includes designing scientifically sound approaches to examining data, enhancing methodologies for project proposals and grants as well as providing oversight on advanced analytical approaches to ensure that the findings are meaningful to the relevant stakeholders (clinical, policymakers, etc.). The Scientific Lead will use their advanced and unique expertise in the relevant research area and methodologies to lead - from inception to completion - independent and rigorous proposals and projects.

*Don’t meet every single requirement? Studies have shown that people in underrepresented communities are less likely to apply to jobs when they don’t meet every single qualification. We are dedicated to building an inclusive workplace, so if you’re excited about this role but your past experience doesn’t align perfectly, we still welcome you to apply.*

**Duties/Responsibilities**

Due to variable nature of position, this list is to be used as a guide only.

**Performs Scientific Research and Analytical Expertise Responsibilities (40% of work time)**

* Leads the scientific methodology and analytical planning for research projects including grants and proposals:
	+ provide guidance and methodological expertise on scientific research question;
	+ developing analytical plans and review project implementation and progress;
	+ identify barriers and propose alternate solutions to meet publication targets;
	+ stay current on new analytical and statistical models and recent publications in knowledge domain;
	+ actively contribute to high-quality grant submissions and publications.
* Leads the direction on the development of quality measurement reports including:
	+ external stakeholder engagement/consultation such as Ontario Health;
	+ literature synthesis;
	+ implementation of statistical risk adjustment methods.
* Leads the writing and submission of grant applications, project proposals, and manuscripts in close collaboration with Research Scientist.
* Leads, presents, and participates in external meetings and committees with government, academic institutions, public organizations, research groups, hospital groups (e.g. Ontario Health, Ministry of Health, Vector Institute, Choosing Wisely Canada, Ontario Hospital Association).
* Leads, and prepares study protocols, project proposals, and research ethics board applications.
* Primary liaison for external stakeholders including clinicians and researchers for research activities including cultivating collaborative research projects across multiple research groups and academic institutions.
* Maintains accountability and responsibility on analytical research work of other team members.
* Leads and performs knowledge translation activities with the research team and collaborators.
* Writes and first-authors research manuscripts and reports.
* Conducts and interprets statistical analyses including descriptive, inferential, predictive and advanced mathematical modelling.
* Prepares data visualizations for analysis, reporting, and presentations to end users, including clinicians, research, senior management, and hospital executives.
* Analyzes/interprets results of projects and draw conclusions for review and incorporation into reports/presentations.
* Identifies areas of improvements to advance research productivity.
* Resolves challenges through effective problem solving.

**Performs Scientific Research Management Responsibilities and Maintains Accountability for the Research Program (50% of work time)**

* Leads and develops strategic plans for operations and business development as they relate to the program’s research objectives with the program’s leadership’s goals including developing novel scientific methodologies, meeting publication targets, and cultivating research partnerships.
* Maintains overall responsibility for the program’s research activities including ensuring the accurate interpretation of clinical data, identifying barriers and developing solutions to drive research projects forward, translating highly complex methodologies into simpler terms for a non-statistical audience.
* Leads and coordinates all research projects to establish a scalable and robust workflow for the growing research program.
* Develops strategic alliances with outside collaborators and researchers.
* Leads, provides direction and oversight on high impact, advanced modelling and computationally intensive research projects with multiple team members that may involve external collaborators from multiple academic and research institutions.
* Provides ownership and leads on all aspects of research work.
* Responsible for day-to-day management, planning and maintenance of the program’s research activities.
* Makes recommendations and provides feedback to in the Program’s leadership review and development of strategies for the research program deliverables.
* Communicates on-going updates of research activities to program leadership, team and as required, external stakeholders.
* Provides direction and guidance to team including technical staff and graduate students on project goals, research objectives and quality reporting initiatives.
* Initiates new research projects, including development of proposals and protocols.
* Manages direction and oversight of research projects, ensuring timelines are met and outcomes are scientifically robust and clinically relevant.
* Integrates with the team to develop multi-disciplinary analytic approaches, and assist in best practices and process development.
* Maintains responsibilities for the team’s activities and manages and resolves any conflicts including competing project deadlines, resource allocation and capacity planning.
* Supports a culture of professional development, scientific curiosity, and excellence.
* Represents unit/lab/team at committees, scientific meetings, advisory boards, workshops.
* Demonstrates a commitment to personal and professional development, which may at times involve travel, in order to develop, maintain, and apply skills relevant to new technologies, changing regulation or work environment.
* Identifies and develops opportunities to strengthen and enhance the research program.
* Identifies challenges and finds solutions to methodological and analytical problems that are within the boundaries of the research program and Unity Health Toronto policies.
* Monitors and reviews program scope and success criteria.
* Responsible for undertaking any other duties as deemed appropriate by the Director, Data Science.

**Performs Human Resources and Financial Management Responsibilities (10% of work time)**

* Maintains responsibility and oversight for recruiting/hiring new staff, on behalf of the Director, Data Science, including training, onboarding and continued professional growth development.
* Performs associated scheduling functions to ensure staffing levels are maintained at efficient and optimal levels (including daily, vacation, and sick time coverage).
* Ensures that research activities are completed within allocated budget.
* Ensures that budget component of grant submissions are reflective of workload.
* Responsible for Signing authority and authorization on ShopIT requests and purchases.
* Builds an effective team by engaging staff through team meetings, coaching, etc.
* Develops, mentors, trains and evaluates all direct reports.
* Promotes a teamwork environment where staff from diverse multilingual and multicultural backgrounds can interact productively and efficiently.
* Coordinates and delegates project tasks.
* Ensures a safe and inclusive working environment for staff following Unity Health Toronto guidelines and policies.
* Ensures staff compliance with mandatory workshops/training (e.g. WHMIS, work place violence policy, hand hygiene, etc.).
* Ensures staff documentation/record keeping is complete and up to date, collaborating with Human Resources in the development of up to date job documentation, as required.

**Performs Cross Functional and Other Duties as Assigned and/or Requested**

All staff are expected to carry out their assigned duties and responsibilities in a manner which prioritizes patient and employee safety, and confidentiality. Key accountabilities in this regard include:

* Strict compliance with patient/employee confidentiality practices and policies.
* Strict compliance with patient/employee safety practices and standards.
* Appropriate identification, reporting and response to patient/employee confidentiality breaches in accordance with established policies and procedures.
* Appropriate identification, reporting and response to patient/employee safety risks and incidents/events in accordance with established policies and procedures.

**Qualifications**

PhD in Biostatistics, Epidemiology, Applied Computer Science, Engineering, or a similar quantitatively-rigorous discipline and 5 years of relevant experience OR demonstrable equivalent combination of specialized education and experience.

* Advanced knowledge in inferential statistics and data science.
* Knowledge in clinical research or internal medicine is preferred.
* Demonstrated grant writing experience and ability to secure external research funding.
* Advanced knowledge and experience in statistical analysis methods, for developing and validating risk adjustment models with large administrative and clinical datasets.
* Knowledge and experience with statistical software such as R and/or Python.
* Experience and knowledge gained in 5+ years of working in relevant research environment.
* [Advanced] Strong organizational and planning skills to manage multiple projects in a timely manner.
* [Advanced] Resourcefulness and problem-solving aptitude.
* [Advanced] Excellent communication and interpersonal skills.
* [Advanced] Ability to work independently and as part of a team.
* [Advanced] Effective time and self-management.
* [Advanced] Demonstrated flexibility and ability to adapt to change.
* [Advanced] High attention to detail.
* [Advanced] Highly developed negotiation skills to achieve project goals and objectives.