



# CHÉOS

Centre for Health Evaluation  
& Outcome Sciences

St. Paul's Hospital  
588 - 1081 Burrard Street  
Vancouver, BC V6Z 1Y6  
Tel: 604-806-9958  
Fax: 604-806-8005  
info@cheos.ubc.ca  
www.cheos.ubc.ca

<b>Job title:</b>	Research Assistant
<b>Department:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at the Providence Health Care Research Institute (PHCRI)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Salary:</b>	Salary commensurate with experience
<b>Desired Start Date:</b>	As soon as possible
<b>Full/Part-time:</b>	Full-time
<b>Full/Part-time:</b>	0.5-1.0 FTE (1 year, renewable)
<b>Possibility of Extension:</b>	Dependent on grant funding
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their resume with cover letter to <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a> . Only applications following this process will be reviewed.

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## Job Summary

This position is responsible for providing research assistance to Dr. Amy Salmon and the Knowledge Translation and Program Evaluation programs at CHÉOS to support a range of activities related to current grant-funded research projects and the development of grant proposals. Responsibilities include assisting with qualitative and quantitative data analysis and preparation of a variety of reports and presentations for diverse stakeholders. The Research Assistant (RA) will also assist in the development of funding proposals for new research, evaluation, and knowledge translation projects, as well as organization/logistics support for meetings and events, and occasional project management activities.

The RA works closely with CHÉOS staff including Scientists in health services and social science research, clinicians, research coordinators and assistants, data managers, graduate students, medical students, and postdoctoral fellows. The RA may also liaise with external stakeholders and research partners including peer researchers, health service providers and decision-makers, community and non-governmental organizations, and government representatives.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 65-70 faculty members and 130-150 staff and research personnel.



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Faculty of Medicine



PROVIDENCE HEALTH CARE  
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**Work Performed**

- Supports data collection and management, including qualitative and quantitative data, and secondary analysis of administrative data sets.
- Enters data and manages research data and other confidential files on a secure hard drive.
- Performs data analysis using NVivo, Excel, and SPSS.
- Conducts literature searches and reviews.
- Develops reports and presentations for various stakeholder groups.
- Contributes to the writing, editing, and submission of manuscripts for academic and clinical journals.
- Prepares applications for ethics review.
- Develops grant proposals for health research and evaluation funders (Tri Councils, MSFHR, etc.).
- Provides administrative support duties, including meeting and event coordination, minute taking, letter-writing, facilitating team communication, and other tasks as needed.
- Manages research, evaluation, and knowledge translation activities as needed.
- Other related duties as assigned.

**Supervision Received**

Reports to Dr. Amy Salmon, CHÉOS Scientist and Program Head of Knowledge Translation. Works closely with other program research coordinators and assistants.

**Supervision Given**

This position does not include supervision of other staff.

**Consequence of Error/Judgement**

A high level of judgment is required in this position. Inadequate documentation, organization, communication, or planning could adversely affect the image and reputation of CHÉOS, individual investigators, or PHCRI.

**Working Conditions**

The incumbent will be working in CHÉOS located at St. Paul's Hospital and will be provided with appropriate work space.

**Qualifications**

The ideal candidate has an undergraduate or graduate degree in a relevant discipline, some research and/or evaluation and/or knowledge translation experience, as well as the following:

- Strong and current knowledge base and/or involvement in at least one of the following fields: mental health, substance use, youth health, rural health, Indigenous health, and/or social determinants of health. Experience in more than one of these areas is an asset.
- Experience with qualitative data collection and analysis.
- Quantitative and administrative data analysis capabilities are preferred.
- Past involvement with program evaluation and/or community-based and participatory action research is an asset.
- Knowledge of health research and funding organizations and their requirements would be beneficial.
- Familiarity with academic/scientific bibliographic databases, including literature search and retrieval.

- Knowledge of ethics review submissions and accompanying requirements.
- Strong writing skills for academic and non-academic audiences.
- Background in grant facilitation is preferred.
- Experience with reference management software (RefWorks, Zotero, etc).
- Proficiency in Windows applications and NVivo.
- The incumbent will be self-directed, able to prioritize tasks efficiently, communicate effectively, sociable, and conscientious.

*Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

***We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.***