



CHÉOS

Centre for Health Evaluation
& Outcome Sciences

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

Job title:	Research Assistant
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	July 14, 2021
Full/Part-time:	Full-time (37.5 hours/week)
Term:	The initial term of this role is expected to be 1 year in duration and renewable, should grant funding continue to be available
Possibility of Extension:	Dependent on grant funding
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

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 a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Job Summary

This position is responsible for providing research assistance to the Qualitative Methods and Evaluation programs at CHÉOS to support a range of activities related to grant-funded projects focussed on youth mental health, dementia, and/or long-term care. 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, program administrators, 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 70+ faculty members and 130-150 staff and research personnel.

About the studies:

CHÉOS is engaged in a number of studies focused on dementia care and long-term care. These include evaluations of programs providing physical care for elders living with dementia while meeting their social needs, supporting them to safely move around and engage with their community in a non-institutional and social manner, as well as community-based initiatives promoting youth wellness and resilience, with a focus on mental health and substance use. These studies will include, but not be limited to: a principles-focused evaluation (including developmental, formative, and summative components); formation of collaborative research partnerships; and knowledge mobilization activities.

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.
- Performs literature searches and reviews.
- Contributes to the writing, editing, and submission of manuscripts for academic and clinical journals.
- Prepares grant proposals for health research and evaluation funders (Tri Councils, MSFHR, etc.).
- Prepares applications for ethics review.
- Provides administrative support duties, including meeting and event coordination, minute taking, letter-writing, facilitating team communication, and other related tasks as needed.
- Supports research, evaluation, and knowledge translation activities as needed.
- Reviews program documentation and administration data to support evaluation goals.
- Contributes to the development of a measurement framework including selected performance/outcome indicators based on available evaluation resources.
- Contributes to creating presentations, and writing reports and manuscripts for academic, professional, and community audiences.
- Other related duties as may be assigned.

Supervision Received

Reports to Dr. Amy Salmon, CHÉOS Scientist and Associate Director, and Dr. Beth Snow, CHÉOS Scientist and Program Head — Evaluation. Works closely with other program research coordinators, methodologists, 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

CHÉOS staff are largely working from home while COVID-19 protocols for physical distancing remain in place. The position is typically based at CHÉOS located in 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 experience in at least one of these fields: gerontology, long-term care, palliative care, aging and wellness, mental health and/or substance use, and/or social determinants of health. Experience in more than one of these areas is an asset.
- Experience with qualitative data collection and analysis.
- Experience with quantitative and administrative data analysis is an asset.
- Experience with program evaluation and/or community-based and participatory action research is preferred.
- Knowledge of health research and funding organizations and their requirements is an asset.
- 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.
- Experience with grant facilitation is an asset.
- 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.

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.