



DO NOT USE - NON-CONTRACT ROLE DESCRIPTION

JD4762

ROLE TITLE:	Research Associate	ROLE DESCRIPTION NO.:	4762
DEPARTMENT:	Research & Capacity Building	HEABC REFERENCE NO.:	18721463
REPORTING TO:	Manager, Public and Patient Research Engagement	HSCIS CODE:	02099
CLASSIFICATION:	NCEC/Range 4	JOB CODE:	91352

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Research Associate will have a matrix reporting to the RCCbc for ongoing work responsibilities and direction and to the Manager, Patient and Public Research Engagement for day to day support, and is expected to work independently, but collaboratively, in their interactions with other team members, staff, and other research partners at RCCbc and Island Health. The primary responsibility of the Research Associate will be to engage and work with health researchers, health system staff and decision makers, primary care providers and communities across Island Health to achieve the goals and outcomes outlined.

The Research Associate may be required to travel to other RCCbc Nodes (Vancouver, Interior, Northern) and be flexible for meetings outside of working hours from time to time by agreement (including evenings and weekends). Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and may require the use of a personal vehicle.

DUTIES AND RESPONSIBILITIES:

1. Participate and engage as an active member of the Island Health's research department, including regular team meetings and attending events to foster synergies and connections between Island Health and its partners.
2. Directly support RCCbc, Island Health's partner for the Island Node in its activities and provincial initiatives, specifically:
 - Support the RCCbc Rural Site Visits Project.
 - With RCCbc, engage with its partners and contributors involved in the development of rural Primary and Community Care Networks, including supporting the RCCbc team in planning provincial Pentagram Partners meetings and any research related activities.
 - Develop and support existing relationships and liaise with a broad range of stakeholders including: all levels of government, the RCCbc Core Team and regional nodes, rural physicians in Island Health, Health Authority staff and executives, academic collaborators, and community stakeholders.
 - Work with the project team to contribute ideas and assist with developing evaluation frameworks; as well as implementing evaluation strategies and coordinating RCCbc's education program evaluation activities.
3. Support rural physicians in their research projects under the Rural Physicians Research Support Program (RPRSP). Research activities will include:
 - Seeking potential funding opportunities, preparing grant applications and proposals (e.g., MSFHR, CIHR, BC SUPPORT Unit, etc).

- Supporting ethics applications
 - Coordinating and undertaking data collection (e.g., survey based, interviews and focus groups with various organizations, communities, health authorities, and health professionals)
 - Assisting with qualitative and quantitative data analysis. (e.g., working with qualitative data in NVIVO and undertaking statistical analysis, such as multivariate analysis)
 - Conducting knowledge synthesis related to rural health services
 - Preparing academic manuscripts and overseeing and monitoring submission processes
4. Support RCCbc's knowledge translation strategy by developing a range of products including presentations (oral and poster), academic and community reports (print and online formats). This involves extensive knowledge and efficiency with programs such as Excel spreadsheets, graphs, and PowerPoint).
 5. Assist in designing and convening cross-sector discussions and dialogues with key stakeholders in Island communities (Indigenous and non-Indigenous), health care sector, clinicians, government, policy-makers, regional organizations, researchers, and post-secondary institutions to address identified issues.
 6. Build networks and maintain a close working relationship with key project partners (e.g., BC Health Authorities, RCME Coordinators, UBC CPD, REAP and other key provincial and national partners).
 7. Perform other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Bachelor's degree (graduate degree would be an asset) from a discipline related to health or community development and experience supporting the development, implementation, analysis and communications of community-based research projects.

A minimum of 2-3 years of experience working with multiple stakeholders in community outreach research activities is required. IAP2 training in the Foundations of Public Participation is an asset. Formal evaluation training and/or experience in supporting project evaluation is an asset. An equivalent combination of education and experience will also be considered.

Skills And Abilities

- Experience working with health, clinical, community-based and research networks, communicating between and within those networks to provide outreach services, build relationships, foster communication, and provide coordination.
- Experience leading, planning, and facilitating multi-stakeholder processes and meetings with diverse disciplines, knowledge, and institutional contexts on complex issues.
- Excellent verbal and written communication within the project team and to stakeholders, the media, and community partners.
- Firm understanding of the different contexts in which universities, health care providers and decision makers, local and provincial governments, and communities in Island Health (Indigenous and non-Indigenous) function.
- Ability and track record working with a geographically distributed team, with a high level of initiative and self-direction.
- Ability to translate research findings and foster knowledge exchange among diverse groups.
- Knowledge of knowledge synthesis methodologies, research-based analysis, publication and report writing.
- Experience with living, working, and/or studying in Island Health is an asset.
- Knowledge of the rural and remote and context and the associated health system challenges and health issues.
- Knowledge of the BC health care system including a good understanding of health regions.

- Experience coordinating and writing research grant applications and knowledge of health research granting agencies and adjudication processes is a highly valued asset.
- Proficiency with standard computer software programs (i.e. Microsoft Office, Excel and PowerPoint) required and experience with qualitative data analysis software (NVIVO) an asset.
- Valid BC Driver's License required.
- Physical ability to perform the duties of the position.