

JOB POSTING: RESEARCH COORDINATOR

JOB TITLE Research Coordinator

SUPERVISOR Marisa Creatore, Assistant Scientific Director, CIHR Institute of Population and Public Health

LOCATION York University, Toronto, Ontario

APPLICATION DEADLINE Friday June 30, 2017

GENERAL INFORMATION

The Institute of Population and Public Health (IPPH) is one of 13 institutes that make up the Canadian Institutes of Health Research (CIHR), the Government of Canada's health research funding agency. IPPH's mission aims to improve the health of populations and promote health equity in Canada and globally through research and its application to policies, programs, and practice in public health and other sectors. The Institute is led by Dr. Steven J. Hoffman, Scientific Director.

POSITION PURPOSE

The Research Coordinator provides scientific expertise, research and technical support as well as some project management to Institute-led initiatives. This person will also be involved in supporting Institute strategic activities such as preparing presentations for conferences, developing and organizing scientific workshops and meetings, and development of reports. The position requires strong knowledge of public and population health as well as an understanding of the principles, approaches and related methods for population and public health research. This position reports to the Institute's Assistant Scientific Director, but must be able to work well independently with minimal day-to-day supervision.

ROLES AND RESPONSIBILITIES

IPPH is looking for a team-player who thrives in a fast-paced environment and is always ready to be faced with new challenges. You should be a critical thinker with a passion for learning and with excellent communication skills. In your role, you will be expected to:

- Develop and conduct comprehensive literature searches and environmental scans, determine relevance of retrieved items, and extract data.
- Accurately and thoroughly summarize and synthesize discussions at conferences and meetings of population and public health researchers and knowledge users and prepare draft reports summarizing key learnings from such events.
- Prepare graphs and tables to summarize key quantitative data from literature and other sources.
- Develop content and prepare PowerPoint presentations and other communication products.
- Assist with the development of manuscripts for publication.
- Interface with internal and external stakeholders and partners in support of projects such as expert panels, committees and team meetings.
- Represent the Institute team and the perspective of population and public health researchers at internal and external meetings.
- General project management across a range of initiatives, including:
 - Monitoring project timelines and deliverables in collaboration with other team members and CIHR staff

- Working within project budgets and documenting resources used
- Liaising with CIHR staff, other institute staff and stakeholders as required.
- Support efforts to evaluate the Institute's performance and the effectiveness of its initiatives

KNOWLEDGE, EXPERIENCE AND SKILLS

- Master's degree in public health, epidemiology or related field
- Minimum of 2 years' relevant experience
- Ability to coordinate workflow and manage time to meet priority deadlines.
- Ability to critically appraise research studies and accurately extract data.
- Demonstrated data management skills
- Ability to maintain accurate field notes and to conduct thematic analysis.
- Experience working in an interdisciplinary environment and strong knowledge translation skills to communicate complex public health concepts to non-expert audiences
- Ability to work under pressure, to establish priorities and to meet deadlines
- Demonstrated ability to prepare manuscripts for external audiences.
- Excellent oral and written communication skills in English (knowledge of French would be an asset).

TYPICAL CONTACTS OR WORKING RELATIONSHIPS

- IPPH staff
- CIHR headquarters staff
- Staff working with other CIHR Institutes
- Researchers, policymakers and practitioners working in population and public health

COMPENSATION AND TERM OF EMPLOYMENT

This Research Coordinator position is based in Toronto with office space at York University. Annual salary starts at \$50,000- \$55,000 depending on the successful candidate's qualifications and years of relevant work experience. The successful candidate is expected to work approximately 37.5 hours per week. There is one position available.

Note: Institute staff are not employees of the federal government. We are employed by the Institute's administrative host. For this position, that means York University.

HOW TO APPLY

Please send a brief cover letter, CV, and list of two references to Annie Jones, GSL Administrative Assistant, at annie.jones@globalstrategylab.org. Please quote "IPPH Research Coordinator" in the email subject line. Only successful candidates will be contacted for interviews, which will take place in Ottawa or via Skype.

Thank you in advance for your interest.