

## Research & Evaluation Associate, HRI (18 month contract)

Homewood Research Institute (HRI) invites applicants for the position of Research & Evaluation Associate (Full-time, contract).

### ABOUT HRI

HRI is an ambitious and growing national charity dedicated to research that transforms mental health and addiction services in Canada and around the world. Through strategic partnerships with Homewood Health and a vital growing network including some of the world's most influential scientists, clinicians and researchers, we are uniquely positioned to innovate, test new discoveries and accelerate the process that brings research into solutions for the real world. For more information, visit [www.hriresearch.com](http://www.hriresearch.com).

### POSITION OVERVIEW

The Research & Evaluation Associate is a member of the HRI team, responsible for developing, executing and/or managing applied mental health and addiction research projects. The incumbent works as project lead or and/or project manager in collaboration with HRI staff, Principal Investigators, trainees, funders, and others. The Associate is familiar with a range of research methodologies and techniques, quantitative and qualitative methods, is skillful in managing datasets, knowledge translation activities, and demonstrates solid analytical and critical thinking skills.

### Key Responsibilities

#### 1. Research and Evaluation

- Coordinates and supports the planning, development, and implementation of research and evaluation studies through a variety of project teams under the direction of the Principal Investigator of the project/program.
- Influences decision making for operational plans required to realize HRI's strategic plans for research and evaluation
- Develops and/or supports the creation of technical documents such as project charters, work plans, business plans, policies and procedures, data sharing and software agreements
- Provides project management support and develops and/or supports the creation of detailed work plans, ensures project milestones are met, and monitors project budgets when necessary
- Participates in the development and/or approval process of new evaluation/research proposals including guiding the preparation and/or facilitation of research ethics submissions and amendments
- Conducts reviews of relevant literature when necessary

## 2. Data Management

- Supports the design and/or build of data collection tools and software, datasets and databases, data collection forms and online surveys, error checking methods, and related programs for data collection, analysis, and reporting
- Ensures that data are accurate, consistent, properly maintained and shared in compliance with relevant REB and/or data transfer agreements
- Supports activities associated with the development and maintenance of datasets including the creation of standard operating procedures for creating, organizing, storing, documenting, extracting/exporting, converting, merging and manipulating large and small data files
- Performs qualitative and quantitative data analysis as necessary to support reporting and publications
- Identifies and addresses data integrity/reliability issues

## 3. Knowledge Translation and Communication

- Contributes to knowledge translation activities for a broader audience through the production of high quality reports, fact sheets, infographics and other knowledge translation efforts
- Contributes to the writing of peer-reviewed scientific publications, technical reports or funder reports
- Presents findings to clinical teams and affiliated stakeholders
- Develops plans to embed knowledge translation activities into project work plans, and monitors impact
- Proactively and regularly communicates with the Principal Investigator and/or research teams, work groups, or stakeholders to keep members (both external and internal) informed of developments pertaining to the research/evaluation activities

## POSITION REQUIREMENTS

### Education and Experience

Master's thesis-based degree or PhD in a health related field (e.g., epidemiology, population or public health, social sciences, health services research, clinical research)

### Skills and Competencies

- Knowledgeable of the ethical conduct of research involving humans and experience preparing REB applications and protocols
- Demonstrated ability to manage complex data sets and conduct basic statistical analyses using appropriate software

- Effective project planning and management skills; project management training would be considered an asset
- Strong written and verbal communication skills, including the ability to effectively communicate research and evaluation results, interpretation and implications to a variety of stakeholders
- Proficient in use of statistical software (e.g., SAS or SPSS) and a variety of computer software applications including Microsoft Office (Word, Excel, PowerPoint) and online survey software (e.g., Voxco)
- Knowledge of applied mental health and addictions research and would be an asset
- Commitment to HRI values of Anti-Oppression Equity and Inclusion and supports related organizational goals and activities
- English/French bilingual capacity would be considered a strong asset

### **Anti-Oppression, Diversity and Inclusion Focus**

At HRI, we strive to foster Anti-Oppression, Equity and Inclusion (AOEI), because we believe living these values is the most powerful platform for social change. We believe that people and organizations thrive when we embrace the richness of the human experience and invite all voices to contribute to a shared goal.

We are passionate about our vision: “No life held back or cut short by mental illness or addiction.” This vision encompasses everyone, including (but not limited to) First Nations, Métis, and Inuit, people with disabilities, people of all cultural, religious, racial, and ethnic backgrounds, people of all income and education levels, people of all ages, non-binary and gender-nonconforming people, women, and two-spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex and asexual (2SLGBTQIA) people.

As a research organization, we are working continuously to move AOEI values into action through our organizational culture, policies, and research activities.

### **Job Location**

This position offers remote work arrangements due to the ongoing pandemic, however regular in-person meetings and events will be required when work returns to normal.

**Wage:** \$29.88 - \$38.15/hour depending on experience

### **How to apply**

Please submit your resume, cover letter and requests for accommodation to the attention of Heather Froome, Director of Operations at [hfroome@hriresearch.com](mailto:hfroome@hriresearch.com). We thank all applicants for their interest, however, only those selected for an interview will be contacted.

**Deadline:** November 26, 2021