

Research & Evaluation Associate

Job Type: Temporary full-time contract (18 months)

Location: Hybrid position working in Guelph, ON (Canada) and remote/at home

Hiring Range: \$60,300 - \$72,875

Posting: HRI22 – 006

Application Deadline: July 25, 2022

Potential Start Date: September 2022

About HRI

HRI is a growing national charity dedicated to research that transforms mental health and substance use health services. Through strategic partnerships with Homewood Health and a growing network of renowned scientists, clinicians and researchers, we are innovating, testing new discoveries, and accelerating the process that turns research into solutions for the real world. To learn more about our vision to help people living with mental illness and addiction, visit 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 Research & Evaluation Associate will work as project lead or and/or project manager in collaboration with HRI staff, Principal Investigators, trainees, funders, and others. The Research & Evaluation 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

Research and Evaluation:

- Coordinate and support the planning, development, and implementation of research and evaluation studies through a variety of project teams.
- Provide project management support and develop and/or support the creation of detailed work plans, ensure project milestones are met, and monitor project budgets when necessary.

- Participate 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.
- Use evaluation frameworks, approaches and tools in research and evaluation activities.
- Conduct reviews of relevant literature when necessary.
- Facilitate ongoing relationships with existing partners and the development of new partnerships.

Data Management and Analysis:

- Support the design and/or build of data collection tools, data collection forms and online surveys, error checking methods, and related programs for data collection, analysis, and reporting.
- Ensure that data are accurate, consistent, properly maintained and shared in compliance with relevant REB and/or data transfer agreements.
- Support 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.
- Perform qualitative and quantitative data analysis as necessary to support reporting and publications.

Knowledge Translation and Communication:

- Proactively communicate with team members, partners, working groups, and/or stakeholders to keep them informed of the evaluation/research processes and activities.
- Contribute to knowledge translation activities through the production of high-quality reports, presentations, templates, fact sheets, infographics, and other products, as required.
- Contribute to writing peer-reviewed scientific publications, technical reports, and funder reports, as required.
- Present progress updates and/or findings to team members, partners, and key stakeholders.

Position Requirements

Education

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

Skills and Competencies

- Excellent interpersonal & communication skills, as well as the ability to work effectively as part of a team and with diverse stakeholders (i.e., researchers, service providers, community services/sites, patients/clients, etc.), are essential to the success of this role.
- Effective project planning and management skills; project management training would be considered an asset.
- Strong problem-solving skills coupled with sound judgement and decision-making skills are also essential.
- Strong ability to take initiative, set priorities, and meet deadlines.
- Ability to demonstrate professionalism, discretion, courtesy, and respect in all interactions with internal and external stakeholders and to positively represent HRI.
- Flexibility and ability to manage multiple tasks simultaneously.
- Strong writing and presentation skills, including the ability to prepare progress reports and presentations with effective use of visuals.
- Knowledge of applied mental health and addictions research and would be an asset
- Familiarity with guiding principles and core competencies of Implementation Science would be considered an asset.
- Commitment to HRI values of Anti-Oppression Equity and Inclusion, as well as being supportive of organizational goals and activities.
- English/French bilingual capacity would be considered an asset.

Anti-Oppression, Equity and Inclusion Focus

At HRI, 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) people who have historically experienced oppression, inequity and exclusion. We are working continuously to move AOEI values into action through our organizational culture, policies, and research activities. HRI is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process and beyond. If you require accommodation at any time, please let us know.

Vaccine Policy

HRI requires that staff have received two doses of a COVID-19 vaccine approved by Health Canada.

How to Apply

HRI invites applicants to submit a cover letter and resume to careers@hriresearch.com. We thank all applicants for their interest; however, only those selected for an interview will be contacted.