
JOB DESCRIPTION

POSITION NUMBER: 00053484
BUSINESS TITLE: Research Asst/Tech 4
EMPLOYMENT GROUP: Technicians & Research Assists
JOB FAMILY: Non Union Research/Technical
JOB CODE: 500605 - Research Asst/Tech 4
VP/FACULTY: Faculty of Applied Science
DEPARTMENT: Nursing, School of
PAY GRADE: 5
SALARY LEVEL:

JOB SUMMARY

We are seeking a highly motivated, experienced Research Assistant (RA) for a nationally-funded study, "Scaling Up Trauma and Violence Informed Outreach with Women Affected by Violence." The primary goal of this project is to advance an interdisciplinary and multi-sectoral research consortium on improving human service access and receipt for women affected by violence. Ultimately, we seek to enhance women's access to and receipt of essential life sustaining services that builds on women's agency and capacities as active agents in their everyday lives.

The Research Assistant will be based in the Capacity Research Unit (<https://capacityresearch.ubc.ca/>) at the UBC School of Nursing in Vancouver, BC. The Research Assistant will work closely with a multi-disciplinary team and will contribute to the overall success of this research project by leading various tasks, including the drafting of various project documents, inputting, coding, and analysis of quantitative and qualitative data at multiple sites, and developing written literature reviews and reports.

ORGANIZATIONAL STATUS

This position reports directly to the Project Manager and the Principal Investigator of the project, and will also collaborate with other co-investigators and community members.

WORK PERFORMED

- o Search, retrieve and analyze research instruments specific for data collection with women affected by violence
- o Support research ethics board submissions and protocol registration process
- o Create and format template surveys in both on-line and paper-based formats
- o Draft consent forms, recruitment scripts and other project documents
- o Demonstrate leadership in implementing study protocols and interacting appropriately with research participants
- o Support the development and implementation of systems for cleaning, management, and maintenance of longitudinal qualitative and quantitative datasets, to include data analysis as needed
- o Collect, input, code, and analyze quantitative and qualitative data from study sites
- o Convey sensitivity and relate with participants in a highly respectful way during the data collection process
- o Carry out informed consent and safety procedures in conjunction with data collection
- o Troubleshoot complex problems inherent to data collection and analysis of multi-site, mixed method study
- o Participate in research team meetings and contribute to the interpretation and analysis of literature and research data, as required
- o Undertake literature search and retrieval as necessary
- o Develop written reviews of literature needed to support specific projects
- o Contribute to the preparation of various reports and support the development of academic papers, policy papers, press releases, presentations, and ethics and grant applications
- o Format for publications, including updating and maintaining Reference Manager
- o Work in cooperation with other members of the research team and communicate verbally and/or in writing regarding work progress
- o Support activities and duties performed by the Principal Investigator and Project Manager
- o Travel to implementation sites in Vancouver, Kelowna, Halifax and Windsor will be required including consecutive days during intensive data collection periods
- o Perform other related duties as required

CONSEQUENCE OF ERROR

The Project Manager and/or Principal Investigator will monitor the work of the incumbent. Errors or incorrect decisions could potentially result in delays in completing the project or seriously compromise the quality of the research. In addition, if established protocols related to privacy, confidentiality, and safety are not followed confidentiality about sensitive information related to patients' personal health and experiences could be breached. If protocols are not followed in the community settings in which we are collecting data, our research partnerships with these communities could be seriously jeopardized, preventing us from proceeding with the study.

SUPERVISION RECEIVED

The Research Assistant will work under minimum supervision, receiving specific instructions on unusual or complex problems, and exercising a considerable amount of autonomy, discretion, and initiative in determining work procedures and methods. This position will report to and be supervised by the Project Manager and the Principal Investigators of the project. They, in conjunction with the investigative team, will provide direction to the incumbent.

SUPERVISION GIVEN

This position has no formal supervisory responsibility. The Research Assistant will, however, provide leadership, training and guidance, particularly related to research activities and protocols, to staff and students working on the project.

QUALIFICATIONS

Undergraduate degree in a relevant discipline or Graduation from a technical college or institute. Minimum of 4 years of related experience or the equivalent combination of education and experience. Training and experience in quantitative and qualitative research methods preferred Due to the complexity involved in working on a national multi-site research project and with community-based partners, we require a Research Assistant with excellent communication skills, experience working in busy environments, experience working with interdisciplinary research teams, and who brings a solid grounding in both qualitative and quantitative research methods. Training and experience working with software such as SPSS and NVivo an asset. REDCap experience an asset. Experience working with public sector and not-for profit social service/healthcare organizations or agencies. Experience collecting highly sensitive data in busy, pressured settings Excellent interpersonal skills are essential for relating with participants and team members in a respectful way, and collecting data in busy environments. Excellent oral and written communication skills Ability to work with people of diverse backgrounds, including members of the community, marginalized populations, health care providers, and policy makers. Expertise and comfort with varied types of computer software (Word, Excel, SPSS, NVivo, and Reference Manager). Ability to be self-directed, and to work both independently and within a team environment. Ability to exercise confidentiality, tact and discretion Demonstrated familiarity with literature on marginalized populations, and health inequities.