

EMPLOYMENT OPPORTUNITY

Comp #	242.19	Position:	Research Coordinator I
Department:	Women's College Research Institute	Classification:	Regular Full-Time
Union:	Non Union	Salary:	TBD
Hours of Work:	37.5 hours per week	Duration:	N/A

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

Summary of Duties, but not limited to:

- In collaboration with the principle investigators carries out various aspects in the of study/project protocols. These activities may include:
 - Aiding in the recruitment and scheduling of research subjects
 - Administration and collection of research questionnaires
 - Data collection and entry
 - Creating and maintenance of statistical databases
 - Assisting in grant/project submissions including drafting, budget preparation, preparation of appendices;
 - Completing literature searches and/or literature reviews;
 - Assisting with producing accurate and timely data/reports including data interpretation and presentation
- Assists with general project coordination which may include:
 - Monitoring project timelines and deliverables in collaboration with other team members;
 - Assisting with the organization of project budgets and allocating funds in collaboration with the PI;
 - Liaising as appropriate with Finance and Procurement
 - Participating in the preparation of REB proposals and amendments
- Supporting and helping to facilitate all components of research programs in the area of aging:
 - Academic scholarship
 - Knowledge translation activities
 - Summarize project results
- Assists with enhancing relationships among existing stakeholders; help with the development of new partnerships
- Planning and coordinating meetings of program or project teams, prepare meeting agendas and background material; produce and distribute minutes
- Handling administrative tasks for program
- In collaboration with team members creates project documents and correspondence including monthly, quarterly and annual reports
- Provides support in seeking opportunities to raise the profile of aging research
- Assists with drafting of written and graphic materials and create report dissemination plans
- Supports the uptake of knowledge by local decision-makers across Ontario through providing assistance in the creation of presentations and education sessions.

- In collaboration with the PI, assists with writing reports (technical reports/working papers/publications/web-based summaries), abstracts, poster presentations, peer-reviewed publications and other relevant deliverables
- May act as a primary administrative contact for internal and external stakeholders in support of the project such as expert panels, committees and team meetings.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Undergraduate degree in healthcare related field, Master's degree preferred
- 3 years of experience working in a research environment and/or academic hospital
- Intermediate to advanced knowledge of principles of pharmacotherapy for older adults an asset
- Working knowledge of research terminology and methodology
- Demonstrated proficiency in project coordination; ability to carry out literature reviews, suggest methodological and analytical modifications to mixed methods health services research studies, and give tailored knowledge translation plans.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of applicable legislative, WCH and/or departmental policies and procedures
- Ability to work effectively both in a team environment and independently.
- Ability to meet tight and fluid deadlines.
- Strong analytical and problem solving skills
- Strong verbal, interpersonal, and written communication skills are required
- Well-developed time management skills
- Exceptional organizational skills and customer relations
- Excellent problem recognition and problem solving abilities
- Understanding of research design and research ethics
- Professional behaviour and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTED: August 29, 2019

INTERNAL CLOSE: September 5, 2019

Internal Applicants: complete the internal application/transfer form and forward your resume to the Human Resources Department. Please note: candidates who do not have the required qualifications will not be asked to attend an interview.

EXTERNAL CLOSE: Open until filled

External Applicants: Forward your application via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16) We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.



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Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.