JOB DESCRIPTION

About CARMHA
The Centre for Applied Research in Mental Health and Addiction (CARMHA) is an internationally recognized research centre conducting innovative and interdisciplinary scientific research related to mental health and substance use, primarily in the areas of clinical practice and interventions, health systems, and population health and epidemiology.

CARMHA’s primary mission is to conduct research, generate evidence, and translate knowledge into policy and practice that is innovative, relevant and effective in preventing and reducing the burden of disease related to mental health and substance use.

Purpose
CARMHA is currently recruiting for a Research Program Coordinator who has experience with research coordination and administration (human resources and finance), academic and scientific writing, and qualitative research. The Research Program Coordinator reports to the Director and is responsible for managing CARMHA’s resources, developing and managing organizational and program budgets, and supporting the planning and organization of research projects and the execution of research operations. The Research Program Coordinator is also responsible for supporting CARMHA’s CIHR-funded Partnerships in Health Systems Improvement (PHSI) Project, titled “Improving Systems of Service for People with Complex Mental Health and Substance Use Disorders”, and would contribute to the development of qualitative research products resulting from this project.

Position Type
12-month contract with the possibility of extension. The anticipated start time for the position is early November, 2018.

Key Responsibilities

- Plans and monitors the use of expenditures to meet organizational objectives and compliance with contracts and/or SFU policy by preparing budget documents and reports
- Manage CARMHA’s budget and finances including individual project budgets, by performing long-range forecasting
- Work with the Principal Investigator, Director (and other relevant team members) to recruit, select, and assign research staff, in compliance with policies and procedures relating to human resources and independent contractors
- Manage staff payroll
- Coordinate and support the performance management of CARMHA staff
- Provide support for CARMHA-wide work operations, including for project-specific activities
- Liaise with Faculty of Health Sciences and SFU’s broader research support, administration, and finance functions
RESEARCH PROGRAM COORDINATOR
Centre for Applied Research in Mental Health and Addiction

- Manage internal and external communications to ensure effective staff and project communication
- Contribute to writing and preparing grant applications to funding agencies
- Work collaboratively with the CARMHA team to develop Knowledge Translation products, including academic papers, research reports and presentations
- Oversee PHSI data coordination, including quantitative and qualitative research activities, PopDAta BC compliance, and scheduling and supporting research meetings
- Execute key research activities for the PHSI project (may include: qualitative data coding and analysis, semi-structured interviews, facilitation, generation of research reports, etc.)
- Participate in defining research project goals, tasks, and in identifying future related initiatives
- Perform other tasks as required

Qualifications

- Ability to plan, direct, and evaluate projects, considering the use of staff, time, funds and other resources for the accomplishment of both long-term and short-term goals for the organization.
- Ability to establish and maintain effective work relationships with students, faculty, staff and other key stakeholders.
- Ability to apply budgetary and fiscal planning techniques in a dynamic research environment.
- Ability to integrate resources, policies and information for the determination of procedures, solutions and other outcomes.
- Ability to communicate effectively.
- Excellent written and verbal communication skills in English
- Experience in the training and supervision of research and/or project staff
- Applied knowledge and experience in the use of qualitative research methods, including data collection and analysis (including qualitative data analysis software, e.g., NVivo) an asset
- Applied knowledge of mental health and addictions research and policy issues (beneficial, but not essential)
- Excellent interpersonal, time management, problem solving, and organizational skills
- Strong analytical and problem-solving skills

Education

- University graduate degree in a related subject.

Experience

- 1-2 years of experience coordinating research programs within University-based academic environments.

Application Instructions

- Please send a copy of your CV and cover letter to leena_chau@sfu.ca by 5pm on Wednesday, October 24th, 2018.