



First Nations Health Authority  
Health through wellness

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<b>Title</b>	Senior Research Coordinator, Toxic Drug Crisis
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### **ORGANIZATION SUMMARY**

The First Nations Health Authority (FNHA) and its employees are committed to a proactive holistic approach to health and wellness, and to the delivery of services which are sustainable and honour the customs and traditions of First Nations communities.

### **POSITION SUMMARY**

The Senior Research Coordinator supports research activities related to BC's ongoing Toxic Drug Crisis, including ethics application development and submissions, community engagement, protocol and study instrument development, project implementation, research methodologies, data collection, quality assurance, analysis, and interpretation, manuscript and report development, and knowledge translation. Liaises with the research team, partners, stakeholders, and participating First Nations communities and organizations to coordinate, plan and execute project activities. The position coordinates and oversees all grant administration, including budget management, reporting, communications, scheduling of meetings, and knowledge exchange.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Develops, supports and manages grant proposals, budgets, behavioural research ethics applications, grant reporting requirements, and other grant management activities as required.
2. Works closely with the Health Surveillance team data analysts and epidemiologists to analyze, interpret, and disseminate provincial surveillance and linked administrative health data related to the Toxic Drug Crisis
3. Provides advice and recommendations to the Senior Scientist, Director of Health Surveillance and senior management team on toxic drug crisis data and research, trends, and approaches in First Nations health.
4. Participates in multi-disciplinary project teams comprised of federal, provincial, and First Nations government, academic institutions, and health professionals (Physicians, Health Planners, Health Workers, etc.) regarding toxic drug crisis research and health surveillance data. Recommends methodological approaches, and areas for analysis and research, ensuring adherence to research ethics, Indigenous data governance and OCAP, Seven Directives, TCPS 2 Chapter 9 and best practices as appropriate
5. Provides advice at provincial, regional, organizational, and community levels on the collection, analysis, interpretation, and dissemination of health-related data for the planning, implementation, and evaluation of public health practice for First Nations in BC.
6. Develops and manages research guides, study instruments, tools, questionnaires and other relevant applications. This includes management of data collection and input, performing data collection activities, analysis and quality assurance, and transcribing of data into products
7. Develops communication and knowledge exchange tools and reports for the project including posters, recruitment tools and other forms of First Nations and health system appropriate communications
8. Ensures financial transfer agreements are completed per federal funding rules in collaboration with FNHA and SFU, UVic, and other Tri-council grant eligible institutions
9. Works with people with lived/living experience of substance use, First Nations community members, Elders, and Knowledge Keepers with respect, compassion, and adherence to protocol and tradition as appropriate
10. Writes and co-develops reports, peer-reviewed publications, posters, briefing notes and other forms of knowledge exchange (e.g., infographics, plain language summaries)

11. Prepares and delivers talks, presentations and verbal overviews to internal and external stakeholders. This includes people with lived/living experience, First Nations community, teams, staff, research groups and events

## **JOB SPECIFICATIONS**

### **Education**

- Bachelor's degree in a relevant discipline (ex. Public Health, Public Policy, Epidemiology, Health Information Management/Sciences, Indigenous studies) or an equivalent combination of education, training and experience
- Master's degree preferred

### **Experience**

- Minimum of 3 years' experience working in a research environment with a demonstrable understanding of the research process through practical and/or academic experience
- Experience working in Indigenous health and project management, preferably in a health authority or research environment
- Experience working with people who have lived and living experience of substance use, community and stakeholder engagement
- Demonstrated ability to organize, coordinate, and manage complex research projects and oversee data collection activities
- Some management experience, including staff supervision and budget management, is an asset
- Experience writing and publishing peer-reviewed manuscripts
- Experience with data storage and analysis systems both quantitative and qualitative (e.g., SPSS, Stata, R, atlas.ti, RedCap, NVivo) is preferred

### **Knowledge**

- Strong knowledge of the Provincial Toxic Drug Public Health Emergency, harm reduction principles, practices, and cultural safety, as well as an awareness of the drug policy landscape and emerging issues
- Strong knowledge of BC First Nations communities, their health governance models, and perspectives and issues facing them relative to health, wellness, and the Toxic Drug Crisis
- Knowledgeable about CIHR policies, grant management and reporting processes
- Knowledge and experience with Indigenous approaches to research, community-based advisory functions, and multi-stakeholder and partnership relations is an asset

### **Competencies**

- Strong written and oral communication skills is a must
- Ability to conduct qualitative and quantitative research and analysis, including creating scholarly, plain language and accessible outputs, such as peer-reviewed articles, reports,
- Ability to collaborate and work effectively with others, as well as an ability to maintain healthy research relationships
- Ability to manage confidential and sensitive information and data in support of research activities
- Ability to translate complex concepts into easily understood and audience appropriate plain language summaries, briefing notes, reports, and presentations
- Ability to conduct data collection in person with a trauma-informed and culturally safe approach
- Ability to travel in BC as required
- Physical ability to perform the duties of the position