Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Summary: Responsible for assessing, planning, implementing, and evaluating protocol procedures and managing the daily operations of research projects ensuring that all aspects of the project protocol are adhered to. Applies specialized knowledge to initiate, implement, coordinate, and manage moderate to large research projects.
 Accountabilities:
- Monitor and coordinate multiple research projects in order to assess the need for and to implement strategies to ensure the conduct of quality research, the achievement of expected time lines and deliverables, and the efficient use of human and practical resources.
- Troubleshoot problems at all stages of project development and implementation and assist with modifying protocol or project procedures to address challenges.
- Participate with a team in the development and authoring of research protocols. Recruit project participants and enlist agencies to refer participants.
- Review referrals and keep track of intakes from various referral sources. Develop an implementation plan for research projects.
- Design promotional strategies and related materials to encourage participation and support for research projects. Perform both quantitative and qualitative analyses.
- Provide advice on and conduct analyses of complex data sets. Interview study participants to gather qualitative and quantitative data. Facilitate focus group sessions with project participants.
- Gain the cooperation of research partners and team members by acting as the first point of contact on a variety of research projects and liaising with project collaborators, stakeholders, and staff.
- Exchange technical and administrative information with colleagues and project participants. Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data. Identify funding opportunities and coordinate the submission of research proposals.
- Oversee the design of databases, data collection forms, error checking methods, and related programs for collection, analysis, and reporting.
- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature. Write sections of scientific papers, funding proposals, and abstracts.
- Develop estimates of time and resources for research projects. Use statistical software to analyze data and interpret results.
- Write data management and operations documentation for projects. Liaise between the project centre and remote project sites and personnel.
- Ensure that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Develop presentations and present information and training sessions to project personnel and project participants. Present at meetings, seminars, and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets.
- Create financial projections and make adjustments to research project budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts. Conduct literature searches.

Qualifications: Education: Master’s degree in a relevant field of study Experience: Requires 5 years of relevant experience

 Assets:
- Day-to-day management and coordination of the project, including all aspects of the research study, ensuring timelines and deliverables are met.

- Experience with Randomized Controlled Trials (RCTs)

- Manage the development of project implementation materials (i.e., interviewer handbook)

- Manage and coordinate ethics renewals

- Manage and coordinate invoicing, sub-contracts, and management of expenses.

- Ensure successful administrative operations with external partnerships, including Manitoba Centre for Health Policy (MCHP) and Institute for Clinical

Evaluative Sciences (ICES).

- Supervision of project personnel, including provincial site supervisors and interviewers.

- Assist with development of necessary approvals, amendments, and renewals.

- Draft yearly progress reports to funder and any other reports or summaries as requested.

- Gather and compile information and data required for the preparation of project deliverables.

- Extract and compile data required for reports and disseminate data to research groups and collaborating partners.

- Write a variety of letters and memos.

- Participate in research project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.

- Write, update, and archive data management and quality assurance conventions.

- Respond to inquiries received from project personnel regarding relevant project issues and procedures.

For more information, visit McMaster University for RESEARCH COORDINATOR III