



Provincial Job Description

TITLE:
(401) Research Officer

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides health services research expertise, consultation, and support to employees.

QUALIFICATIONS:

- ◆ **Masters degree with advanced Statistics and Research-Methods training**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Analytical skills**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience completing a research project in a health-related field.**

KEY ACTIVITIES:

A. Research and Evaluation Tool Development

- ◆ Provides consultation and support in the development of the theoretical/overall study design, including the determination of research goals and objectives prior to the development of the research methods.
- ◆ Conducts formal literature reviews in the topic area to investigate/determine:
 - ◆ tools and measures that have already been developed.
 - ◆ tools and measures with demonstrated psycho-metric properties (e.g., reliability and validity studies).
- ◆ Determines the most appropriate data collection method.
- ◆ Designs, tests and revises the research or evaluative measure or tool.
- ◆ Assists department with the pilot-testing of the tool and subsequent revisions.

B. Program Evaluation

- ◆ Develops frameworks and plans for evaluating new or existing programs.
- ◆ Develops tools needed to collect information as part of the evaluation.
- ◆ Develops recommendations for the program based on the findings of the evaluation, implementation strategies and assists with policy and practice recommendations.

C. Data Analysis

- ◆ Designs databases for data collection.
- ◆ Determines most appropriate statistical test(s).
- ◆ Conducts quantitative (statistical) analysis of information contained in research databases.
- ◆ Conducts qualitative (content) analysis of comments and other information collected as part of surveys, evaluations, research and quality improvement.
- ◆ Interprets and summarizes statistical and/or content analysis.

D. Results and Report Writing

- ◆ Prepares literature reviews.
- ◆ Prepares reports that summarize the findings from analysis of data or evaluations.
- ◆ Provides progress reports or updates for projects.
- ◆ Prepares and provides reports, manuscripts, articles for publication and disseminates findings as appropriate.
- ◆ Prepare ethics application for study protocols.

E. Related Key Work Activities

- ◆ Provides consultation, support and/or assists programs in developing surveys and/or measurement tools.
- ◆ Provides education, support, and resources for employees to carry out their own research and evaluation projects.
- ◆ Leads and/or directs the collection of data and/or collects data.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 12, 2018