

JOB DESCRIPTION:
BRITISH COLUMBIA RESEARCH COORDINATOR FOR A NATIONAL WOMEN AND HIV STUDY

POSITION TITLE: Research Coordinator (RC)

REPORTS TO: Principal Investigator, Dr. Angela Kaida

CLASSIFICATION: Permanent - 1 Year Term – 1.0 FTE (with option of renewal to 3 years)

JOB START DATE: As soon as possible

SALARY: Commensurate with qualifications and experience

BENEFITS: Employee benefits include medical, dental, as well as accrued vacation and sick time.

SUMMARY OF RESEARCH:

Working with the Principal Investigator, the Research Coordinator assists in the planning, development, implementation, and coordination of two CIHR-funded studies involving women living with HIV:

1) Canadian HIV Women's Sexual and Reproductive Health Cohort Study (CHIWOS) (0.7 FTE)

Study objectives: Using a quantitative approach that is grounded in community-based research principles, CHIWOS aims to assess: 1) The proportion, distribution, and patterns of uptake of women-centred HIV care and factors associated with uptake among 1,800 women living with HIV in BC, SK, MB, ON, and QC (350 from each of BC and QC, 200 from each SK and MB, and 700 from ON); and 2) The effect of women-centred HIV care on the overall, HIV, mental, women's and sexual and reproductive health outcomes of women living with HIV in Canada.

2) Women Under Surveillance: Mapping Criminalization's Creep into the Health and Social Care of Women Living with HIV (0.3 FTE)

Study objectives: Using a qualitative, arts-based approach grounded in community-based research principles, the Women Under Surveillance study aims to understand how the criminalization of HIV non-disclosure and the assumptions underlying this legislation affect the lives of women living with HIV across Canada, including their interactions with health and social service providers and other significant relationships.

POSITION PURPOSE AND RESPONSIBILITIES:

The RC will function as the BC coordinator for both national studies and administer research study-associated activities in BC including: training, supporting and coordinating Peer Research Associates (PRAs), supporting clinical and community sites for enrolment, ensuring and assisting with REB approvals at the different sites, ensuring regulatory requirements are followed, supporting sites and PRAs to recruit participants and ensure that consent is being conducted properly and that web-based interviewer-administered data entry is being conducted appropriately, and coordinating the BC Research Team and the BC Community Advisory Board. At a national level, the RC will serve as the primary administrative liaison for the Data Management & Analysis committee and Knowledge Translation activities. The RC will develop and maintain recordkeeping systems and procedures including budgeting. The RC will also be involved in research, including preparing and presenting conference abstracts and preparing manuscripts. The RC may direct and/or support students and other trainees throughout the year. Finally, the RC will be involved in report preparation and grant writing and submissions.

DUTIES AND ACTIVITIES:

1. Plans and coordinates the activities of the research study protocol and the establishment and maintenance of operating policies and procedures.
2. Prepares and maintains research ethics board applications and records and reports of research activities, as required by investigators, administrators, funding agencies, and/or regulatory bodies.

3. Ensures the smooth and efficient day-to-day operation of research and data collection activities in BC, including overseeing PRA-led administration of surveys in BC.
4. Trains, coordinates, and supports BC PRAs to recruit, consent and interview participants, as appropriate to specific study objectives and work scope.
5. Liaises with BC clinical sites, AIDS Service Organizations, and affected community members to recruit, consent and interview participants, share study updates and findings, and support community building.
6. Plans and coordinates regular BC team meetings and participates in national team meetings.
7. Assists with the coordination of Data Management and Analysis at the national level, ensuring quality control of data, reviewing data requests, and providing research support to investigators.
8. Assists with the coordination of Knowledge Translation activities, including overseeing the study website, twitter and facebook pages, creating BC newsletters, participating in community events to share research findings, to create publicity and promote the movement of knowledge into action.
11. Contributes to grant writing, and conducts research including submitting and presenting conference abstracts and preparing manuscripts.
11. Complies with the principles of the Greater Involvement of People living with HIV/AIDS (GIPA) and the Meaningful Involvement of Women living with HIV/AIDS (MIWA).

EDUCATIONAL REQUIREMENTS:

1. Post-secondary degree in a related field preferred or equivalent combination of education and experience.

TRAINING/EXPERIENCE REQUIREMENTS:

1. Minimum of two years of research experience, including research in graduate school work.
2. Familiarity with community-based research principles.
3. Familiar with epidemiological and social science research.
4. Knowledge of issues relating to people living with HIV/AIDS
5. Excellent facilitation skills
6. Exceptional program coordination and personnel management skills
7. Excellent communication and interpersonal skills
8. Fluency in English; bilingual with fluency in French an asset
9. Strong awareness of anti-oppression and harm reduction issues

SPECIFIC TECHNICAL COMPETENCY REQUIREMENTS

1. Computer competency including proficiency in Microsoft Word, Excel, and Powerpoint.
2. Familiarity with data storage and data analysis systems (such as SAS, R, and/or NVivo).
3. Competency with social media platforms is an asset.

Please submit your resume and a cover letter outlining your interest via email to

Dr. Angela Kaida

Assistant Professor and Canada Research Chair, Faculty of Health Sciences, Simon Fraser University
Email: kangela@sfu.ca

Deadline for applications: August 14th, 2015

Women living with HIV are encouraged to apply.

Only Canadian Citizens, legal residents or residents with a legal work permit will be considered.

We would like to thank, in advance, all those who take the time to submit an application for this position. All decisions will be made by a hiring team, which includes research and community representatives.