

Job Description

Job Title:	Project Coordinator – interRAI Canada
Department:	School of Public Health Sciences
Reports To:	Principal Investigator, interRAI Canada
Jobs Reporting:	None
Salary Grade:	USG 7
Effective Date:	November 1, 2021

Primary Purpose

The interRAI Canada research group is a research team located within the School of Public Health Sciences under the direction of Principal Investigator (PI), Dr. John P. Hirdes. interRAI Canada is involved in research aimed at improving health care for vulnerable persons through the use of standardized assessment information.

The Project Coordinator provides leadership by educating and supporting the research team members of relevant policies, guidelines and practices related to financial, recruitment, space, and health and safety matters. The ability to coordinate activities related to several large and small projects involving various combinations of internal and external investigators and staff is paramount.

Key Accountabilities

<p>Research Coordination</p> <ul style="list-style-type: none"> • Collaborates with Principal Investigator (PI), staff and the Office of Research to develop and monitor contracts and data sharing agreements, as required • Coordinates activities related to multiple research projects, communicates project progress and deliverable deadlines • Liaises with Canadian users obtaining licenses for interRAI products • Liaises with a diverse group of individuals, interRAI Canada's PI, staff, post-doctoral fellows and grad students, including University of Waterloo faculty members, staff, students, and collaborators within and outside of the university • Coordinates and organizes meetings, webinars, conferences and other research development events with local, national and international firms and institutes
<p>Coordinates the development and submission of grant proposals and reports</p> <ul style="list-style-type: none"> • Coordinates and assists with the development, assembly, and submission of research grant applications with the Principal Investigator(s) • Coordinates the preparation and submission of reports
<p>Coordinates ethics applications:</p> <ul style="list-style-type: none"> • Coordinates and liaises with Data Manager for ethics applications, preparation, and submission • Maintains records of all ethics applications
<p>Manages and maintains research budgets:</p> <ul style="list-style-type: none"> • Coordinates and provides guidance for, and participates in, discussions of financial planning and budget allocation with Principal Investigator • Exercises signing authority for routine expenditures and is responsible for ensuring adherence to external and internal financial controls • Procures and negotiates service contracts and invoices as needed
<p>Supervises research trainees</p>

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<ul style="list-style-type: none">• Provides day-to-day coordination and supervision of research trainees to complete required tasks and to ensure the smooth operation of the research group
<p>Coordinates and participates in data collection activities:</p> <ul style="list-style-type: none">• Liaises with study sites and recruitment of participants, interviews, and data collection• Coordinates data collection schedules• Prepares data collection material at direction of Principal Investigator• Enforces deadlines and data collection protocols, procedures, and processes• Tracks incoming data to ensure all are accounted for• Manages hiring and human resource procedures for trainees
<p>Communication and Documentation</p> <ul style="list-style-type: none">• Reports recruitment and data collection outcomes to Principal Investigator on an ongoing basis to make sure that project deliverables are being met in a timely fashion, and to inform evaluation and reporting activities• Organizes and files all data collection materials• Prepares completed data for long-term storage and completes requisite documentation and tracking forms
<p>Coordinating the preparation of peer-reviewed articles and presentations:</p> <ul style="list-style-type: none">• Supports the proofreading, editing, formatting of journal manuscripts and peer-reviewed articles to scientific journals• Maintains catalogue of journal manuscripts and peer-reviewed articles
<p>Office Space and Facilities</p> <ul style="list-style-type: none">• Manages resources and facilities (space, equipment and furnishing purchases and maintenance)• Consults with PI on major equipment requirements and facilitates purchase and upgrade of computer and audio-visual equipment
<p>Human Resources Management</p> <ul style="list-style-type: none">• Supports the School of Public Health Sciences Administrative Officer• Ensures processes are in place for recruitment, on-boarding, evaluation and pay of regular/temporary/casual employees, co-op and graduate students• Maintains personnel files, including mandatory safety and HREI training, work schedules and vacation records for staff in accordance with University policies• Serves as a resource within the team for the interpretation of policies, guidelines and practices
<p>Other</p> <ul style="list-style-type: none">• Assists Principal Investigator(s), staff, post-doctoral fellows and graduate students with additional tasks when required.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Post-Secondary education in a discipline related to finance/accounting, and/or business administration• Or an equivalent combination of education and experience
<p>Experience</p> <ul style="list-style-type: none">• 5+ years' experience in a similar position required, experience in an academic environment preferred

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- Familiarity with University of Waterloo policies and procedures
- Previous work experience with interRAI in Canada
- Demonstrated experience in coordination of research projects
- Demonstrated experience working with budgets including analysis, budgeting, and forecasting
- Experience in student supervision
- Experience with management of facilities, space and health and safety

Knowledge/Skills/Abilities

- Knowledge of the interRAI series of health assessment instruments
- Well-developed organizational, customer service and communication skills (oral and written)
- Strong interpersonal skills with the ability to interact in a positive and supportive manner
- Demonstrated discretion and respect for confidential information and processes
- Aptitude for attention to detail and accuracy are essential
- Ability to adapt quickly to changing needs of the business to meet deadlines
- Proven capacity to multi-task and handle a high volume of work
- Ability to work independently and as a member of a team
- Advanced skill level using Microsoft Office 365 (Outlook, Word and Excel)
- Familiarity with financial management systems, Unit4 and Concur
- Familiarity with human resources management systems, iCIMS and Workday

Nature and Scope

- **Contacts:** The successful candidate will work closely and cooperatively with the Principal Investigator and his team of staff and graduate students, as well as University of Waterloo faculty, staff, students, and international researchers and clinicians. This position requires exceptional interpersonal and relationship building skills to effectively engage staff and external stakeholders, including researchers and high-level decision-makers.
- **Level of Responsibility:** Deadline pressures and a demand for thoroughness and accuracy are consistent with this position.
- **Decision-Making Authority:** Ability to work under minimal direction. Sound judgement and initiative are essential. Works well within a team environment.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office position; exposed to stress and pressure associated with those responsibilities. Regularly required to sit, use hands and fingers, speak, and hear. Specific vision abilities include ability to see things at a close distance and ability to adjust focus. Occasionally required to stand, walk, and lift objects that weigh up to 25 pounds
- **Working Environment:** Office-based academic environment. Noise level is moderate. Until we are advised otherwise, this work will be completed remotely. In order to be eligible for this job, you must have access to a computer, fast reliable internet and a work from home office space. When travel resumes, some travel maybe required.