

## Job Description

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<b>Job Title:</b>	<b>Project Manager</b>
<b>Department:</b>	Hammond Lab, School of Public Health and Health Systems
<b>Reports To:</b>	Dr. David Hammond, Professor
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	October 2020

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### **Primary Purpose**

The Project Manager is accountable to the Principal Investigator and is responsible for coordination of all aspects of the development, implementation, and reporting of a number of research projects, for making substantive contributions to scientific papers and research proposals, and for participation in the overall management of the activities of the research group. The Project Manager will collaborate with the Principal Investigator toward achieving major project objectives, following research and ethics protocols, within specified budgets.

### **Key Accountabilities**

#### **Research & Evaluation**

- Manage and/or support the Principal Investigator in all aspects of planning, day-to-day implementation, and maintenance of research projects.
- Development of data collection protocols, tools and instruments required for large international studies.
- Has primary responsibility for overseeing data collection of studies conducted in multiple countries.
- Leads survey development for adult and youth surveys conducted in three different languages.
- Programs multiple surveys using commercial platforms for online surveys.
- Prepare research ethics applications and obtain ethics approval for research projects from University of Waterloo and institutions in five other countries.

#### **Development and Management of Datasets**

- Has primary responsibility for data management of multiple different surveys conducted in several countries.
- Coordinates and implements data cleaning protocols and the creation of survey weights in collaboration with the senior data analyst.
- Has primary responsibility for dietary intake data collected in survey countries.
- Identifies and addresses data integrity/reliability issues and uses data cleaning processes to achieve required data quality standards.
- Coordinates access to datasets for more than 20 international investigators.
- Conducts descriptive and inferential statistical analyses.

#### **Knowledge Translation and Communication**

- Leads the development of technical reports.
- Coordinates communications for an international research project with more than 20 investigators.
- Prepares and delivers scientific presentations.
- Leads and supports scientific manuscripts for publication.

#### **Staff supervision and training**

- Has primary responsibility for overseeing research assistants and other student and casual staff.

## Job Description



- Has primary responsibility for hiring and training new employees.
- Provides functional guidance and oversight of other program staff in order to further the goals and objectives of the various surveys and overall research program

### **Lab administration and administrative responsibilities**

- Oversees day-to-day operations of the lab
- Oversees budget for multiple grants in excess of 1 million dollars.
- Leads financial administration and planning for multiple projects.

*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**

### **Education**

Master's degree in public health or a related field

### **Experience**

- 4+ years of experience and training in survey research and project management in an academic setting is required
- Supervision of research assistants and other research staff is required
- Experience with interviewing and survey methods; planning and implementation of international research projects
- Management and cleaning of large datasets
- Development of research ethics applications.
- An extensive background in tobacco control policy and nutrition research is required, with an established publication record.
- Previous experience conducting analyses using SPSS and/or SAS is required, with a working knowledge of relevant statistical concepts and methods.
- The position requires the ability to think critically and analytically, drawing upon a sound basis of population health research education and experience
- Experience coordinating international research teams.

### **Knowledge/Skills/Abilities**

- Advanced skills with Adobe Photoshop software and MS Office are required.
- Previous experience with website maintenance and content writing is required.
- Proficiency in statistical analysis software such as SPSS and/or SAS
- Ability to work independently and as part of a team; ability to take initiative and be proactive
- Advanced proficiency in Microsoft Excel
- Ability to think critically and analytically, drawing upon a sound basis of health science education and experience, managing and adjusting to multiple competing priorities
- Excellent organizational and time management skills and ability to meet deadlines
- Strong verbal and written communication skills with the ability to effectively communicate research results and implications to a variety of audiences
- Maintain communication and collaborative working relationships with investigators, research associates and graduate students at multiple international sites
- Ability to work on multiple research projects concurrently
- Initiative to acquire new skills and remain current with new developments as required

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### **Nature and Scope**

- **Contacts:** Internally, communicates with all employees in all groups and departments and at all levels to deal with, influence and motivate others, and to address potentially sensitive matters. Externally, communicates with senior investigators, government stakeholders, and large non-governmental associations
- **Level of Responsibility:** The job involves supervision of a small team of research assistants on a regular basis (typically 4 research assistants), and supervision of larger teams of research assistants during data collection periods. The project manager is expected to work independently with minimal supervision, as well as collaboratively with the Principal Investigator and other staff to achieve the requirements of the research project and the Hammond Lab more generally.
- **Decision-Making Authority:** The project manager is expected to make decisions regarding delegation of work to the research assistants. The project manager is also expected to resolve issues related to data collection and cleaning protocols and analyses independently when possible, consulting with other staff and the Principal Investigator for more complex issues.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions typical of an office position exposed to stress and pressure associated with those responsibilities.
- **Working Environment:** Office-based academic environment. There are frequent opportunities for meetings and interactions with co-workers. Extended hours and travel may be occasionally required.