

Job Description

Job Title:	Project Manager
Department:	COMPASS Research Group, School of Public Health and Health Systems
Reports To:	Program Manager
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	January 2018

Primary Purpose

Through knowledge and experience, the Project Manager for the COMPASS study will provide leadership, strategic planning, implementation and reporting for the evaluation portion of the COMPASS project. The Project Manager also coordinates and collaborates with necessary program team members and external organizations to ensure that research protocols and knowledge translation efforts are performed effectively as it pertains to the COMPASS project.

Key Accountabilities

Strategic Planning, Implementation and Reporting

- Designs and implements evaluation strategy plan project to fulfill all timelines, criteria and expectations set forth by project manager, principal investigator and external funding organizations (i.e. Health Canada, CIHR)
- Produces biannual reports documenting the program evaluation process and evaluation results as required by principal investigator and external stakeholders
- Produces final evaluation reports outlining outcomes, scope and reach of the project as requested by the Principal Investigator and external funding organizations
- Initiates and maintains relationships with project stakeholders (investigators, program team staff, internal and external advisors) to ensure the evaluation is meeting its goals, objectives and outcomes for the program under study

Research, Data Management and Evaluation

- Analyzes, synthesizes and summarizes data that pertains to the COMPASS project and school health research and prepares recommendations using appropriate information/data as it relates to the research/project
- Collects data required to evaluate research program impact locally, provincially and federally
- Implements and completes quality assurance procedures for data collection and data entry as it pertains to the evaluation/research project
- Designs, tests and validates data collection tools and instruments; problem solving and troubleshooting issues in accordance to the evaluation plan and knowledge transfer /exchange activities
- Obtains UW research Ethics approval (or approval from collaborating organizations) for the research/evaluation project under study, and projects extending from the main study
- Works with data analyst and research coordinators to ensure the full cycle of data collection process for the project (other than the evaluation) is completed in a timely fashion
- Produces knowledge products, collects feedback surveys from school contacts, obtains sharing agreements, and disseminates reports to external stakeholders
- Works collaboratively with Program team (research coordinators, including those research coordinators remotely working in other jurisdictions, data manager, program manager, knowledge brokers) and external stakeholders to ensure data collected pertaining to program evaluation is

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<p>timely and accurate in order to implement data collection protocols and to oversee quality assurance procedures</p> <ul style="list-style-type: none">• Provides leadership to the evaluation of the program of research• Assists with the management of data requests from external researchers• Assists with expansion initiatives for the project, by establishing relationships with stakeholders and providing appropriate information and follow-up• Assists with other administrative duties when necessary (processing travel claims, communication with other departments)
<p>Knowledge Translation</p> <ul style="list-style-type: none">• Prepares and disseminates concise, accurate reports, facts sheets and other papers associated with the project under study, including School Health Profiles, Public Health, School board and Provincial Aggregate reports• Contributes to the publication of articles in peer-reviewed journals and presentations at professional meetings• Liaises with knowledge users (public health, school boards, and school contacts, external community organizations) in order to transfer knowledge generated by the study in the form of appropriate knowledge products and other data requests that are both accurate and timely• Updates COMPASS website with new publications, technical reports and other knowledge products as necessary
<p>Communication</p> <ul style="list-style-type: none">• Pro-actively and regularly communicates with the Principal Investigator, Program Manager, and external stakeholders to keep these members abreast of developments pertaining to the research/evaluation• Attends regular team meetings, provides feedback, and updates during meetings when required
<p>Supervision and Mentorship</p> <ul style="list-style-type: none">• Prepares, organizes and conducts staff/student training sessions for knowledge translation and exchange activities as well as data collection• Provides feedback and assistance to staff working on knowledge translation and exchange activities throughout the school year• Provides functional guidance to co-op students when necessary

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• A relevant Master's Degree (i.e. public health) with specific knowledge in research methods/design, production of logic models, project evaluation and public health research
<p>Experience</p> <ul style="list-style-type: none">• Minimum of 3 years of progressive work experience within various research and evaluation projects• Experience developing or streamlining evaluation programs for research projects and research systems• Experience with managing research projects, including following proper research protocol and administrative processes
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none">• Relevant knowledge of social/health research, ability to remain current with new developments and findings within the research community• Ability to act as a knowledgeable and reliable first point of contact for projects• Good interpersonal and communication skills with the ability to work independently as well as part of team• Excellent organizational skills and ability to prioritize and handle multiple assignments and deadlines

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- Knowledge of school health and its capacity in the public health systems in Ontario, as well as other jurisdictions, more specifically being able to navigate various stakeholders through their use of COMPASS data
- Knowledge of the process of research in High Schools and school boards in multiple Canadian provinces
- Knowledge in research methods, program evaluation and logic models

Nature and Scope

- **Contacts: Internal Contacts:** Associate Professor/Principal Investigator, Investigators, Collaborators Project Manager, Data Manager, KTE Specialists and Research Assistants Faculty, staff and students within the School of Public Health and Health Systems and the Faculty of Applied Health Sciences, Finance Office of Research Procurement and Contract Services, Information Systems & Technology (IST), Library Services Website designers and programmers **External Contacts:** Canadian Institutes of Health Research (CIHR), Health Canada, Public Health Ontario (PHO), Public Health Agency of Canada (PHAC), Public Health Units, School board and school administrators, Canadian and international universities
- **Level of Responsibility:** Requires minimal guidance, where much of the role is to be completed under minimal supervision. Control and influence over decisions surrounding the evaluation project and its timelines and requirements. Informal reporting with students (who are taking on the role of knowledge brokers) as well as research coordinators in collaborating jurisdictions.
- **Decision-Making Authority:** Makes decisions on timelines, budget allocation, staffing resources (hiring as required to meet staffing needs (i.e. casual staff, data collectors) to meet stated objectives, Responsible for coordinating the overall evaluation project plan within the confines of strategic plans and budgetary constraints
- **Physical and Sensory Demands:** Minimal demands typical of a position within an office environment
- **Working Environment:** Office based, occasional travel may be required