

Job Description

Job Title:	Project Manager
Department:	Hammond Lab, School of Public Health and Health Systems
Reports To:	Dr. David Hammond, Professor
Jobs Reporting:	N/A
Salary Grade:	USG 8
Effective Date:	July 2019

Primary Purpose

The Project Manager will work with Dr. Hammond, research partners, and graduate students to conduct research studies, particularly in the area of cannabis policy. The Project Manager will also take a leadership role in creating knowledge translation and exchange products and high profile reports to be used by decision makers and other researchers. Overall, this is an advance analysis position that requires considerable experience and skill sets.

Key Accountabilities

Scholarly work

- Lead and make original contributions to research papers and reports in the area of population health and in the development of cannabis use
- Participate in the development and testing of data collection protocols, tools and instruments including problem solving and troubleshooting
- Implement research protocols as developed and oversee participant recruitment, data collection and data management, including development and overseeing implementation of quality assurance procedures for data collection and data entry
- Prepare research ethics applications and obtain UW Research Ethics approval for research projects
- Assist with grant writing
- Contribute to research methods, including survey content and administrations
- Work with data analysts to plan data cleaning and management

Data Analysis and Planning

- Use various statistical packages (e.g., SAS and SPSS)
- Use external data from a variety of sources (e.g. Statistics Canada), in combination with internal project data to prepare publications that address research questions

Knowledge Translation and Communication

- Work with external stakeholders and collaborators to coordinate and plan research studies
- Provide data outputs and creates reports for knowledge translation and exchange activities with external stakeholders
- Prepare technical reports to accompany the release of large data sets, including data codebooks
- Contribute to the writing of peer-reviewed scientific publications and technical reports
- Present findings at scientific meetings
- Prepare reports for investigators, staff, external data users and stakeholders, including funders
- Communicates clearly with external stakeholders

Task Organization and Prioritization

- Help to coordinate annual waves of the International Cannabis Policy Study
- Demonstrate proficiency in managing competing priorities and time demands from multiple sources
- Oversee and assigns tasks to co-op students, graduate students and casual staff regarding data processing and database management activities

Consultation, Leadership and Student Mentorship

- Advise investigators, staff and graduate students regarding study design, data management and analysis
- Consult with external stakeholders and collaborators on data analysis plans and database management
- Train undergraduate students on data collection processes and communicates with students regularly throughout the data collection cycle to ensure proper collection methods are followed

Required Qualifications

Education

- Master's public health, population health or equivalent education and experience. PhD degree preferred.

Experience

- Experience designing surveys and conducting analyses in the area of cannabis use and consumption
- Experience with technical report writing and writing for peer-reviewed scientific publications
- Experience working with external stakeholders on knowledge translation activities
- Specific experience with cannabis, tobacco/vaping, or nutrition research or related field an asset
- Demonstrated experience working with large and complex data sets
- Experience working with Statistics Canada datasets

Knowledge/Skills/Abilities

- Proficiency in statistical analysis software such as SPSS or SAS
- Ability to work independently and as part of a team; ability to take initiative and be proactive
- Advanced proficiency in Microsoft Excel
- Strong organizational skills and ability to meet deadlines
- Strong verbal and written communication skills with statisticians and non-statisticians, with the ability to convey information to those with limited or no technical knowledge or framework
- Ability to apply, identify, and use a combination of quantitative and qualitative research methods
- Ability to work on multiple projects concurrently
- Initiative to acquire new skills and remain current with new developments as 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.*

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,

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communicates with project collaborators and other stakeholders to provide guidance and information on data use.

- **Level of Responsibility:** Responsible for the accuracy of findings submitted externally to peer-reviewed publications.
- **Decision-Making Authority:** Responsible and accountable for establishing the priorities of projects as assigned.
- **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.