



Research Coordinator - 1 position	Posting #: 41044
Lawson Health Research Institute	Posting Date: July 18, 2019
	Submission Deadline: July 24, 2019
Full Time	Miranda Mattucci, Human Resources
Non-Union	

Term position, anticipated to extend until August 15, 2020, subject to the availability of work.

The Implementation Coordinator for the Ontario Spinal Cord Injury Implementation & Evaluation Consortium will be responsible for coordinating and managing the activities of a network of people across rehabilitation hospitals that aim to implement identified best practices across Ontario-based spinal cord injury (SCI) rehabilitation programs.

The Consortium brings together all of the SCI regional rehabilitation programs linked to academic health centres across Ontario in addition to other programs that offer comprehensive rehabilitation services to persons with spinal cord injury. The intention is to operate as a community of practice that facilitates shared learnings through capacity-building and application of implementation science. The Implementation Coordinator will report to the Consortium Lead at Parkwood Institute, but will also work with other representatives of the consortium as part of an overall steering committee. Key activities will involve coordination of different Consortium teams (e.g., working groups) as well as the potential of serving as a resource or mentor around implementation science. This may involve conducting on-site presentations, webinars, development of a collaboration platform with a focus on active engagement and co-design with stakeholders to determine the optimal way to work together.

The Implementation Coordinator will also work within the Research 2 Practice (R2P) team at Parkwood Institute to assist in managing overall team activities and administrative duties (e.g., finance, human resources, grants and contracts) and may also lead or coordinate specific research and/or implementation projects that may spin-off or are related to Consortium activities.

#### RESPONSIBILITIES:

Specific responsibilities include:

- 1) Provide direct support to the Consortium Lead and other members of the Consortium Steering team. This may involve managerial, coordinative or administrative tasks such as those listed below
- 2) Organize, attend, and log minutes for Consortium committees and other related meetings (in collaboration with the Evaluation Manager), as well as follow-up on any action items following these meetings
- 3) Over-seeing budget and expenditures - i.e., tracking expenses and aligning activities and resources with existing budget
- 4) Assist development and management of a collaboration platform
- 5) Produce regular progress reports and other communications to document progress and share resources related to network activities
- 6) Assisting sites with their regulatory requirements (i.e., grants and contracts, ethics)
- 7) Assisting with the preparation of funding proposals
- 8) Preparing reports, posters, manuscripts for dissemination (e.g., conferences or publications)
- 9) other duties as assigned

#### Essential Qualifications

- Masters degree in a health related field with a diploma or similar certificate applicable to research project coordination/management OR Bachelors degree in a health related field with greater than 2 years of experience in health research project coordination/management
- OR similar to above but with a degree (or similar training) in a health-related field applicable to implementation science / integrated knowledge translation

- Experience in project coordination and/or experience in implementation science / knowledge translation
- Technically proficient with expertise in developing tools and resources that facilitate information sharing and promoting collaboration. This may involve creating resources through social networking, interactive web-sites, collaboration platforms, etc.
- Strong creativity and problem-solving skills
- Experience using Microsoft Office Software
- Demonstrated organizational skills, with the ability to effectively manage multiple and competing priorities
- Strong interpersonal skills and works well as a member of a team
- Ability to work independently as well as lead and supervise (facilitate) others.
- Excellent written and oral communication skills.

#### Preferred Qualifications

- Ability to mentor others in implementation science / knowledge translation
- Previous experience in educational content or curriculum development, especially in a health context
- Experience in strategic planning or agenda-setting activities (i.e., facilitating consensus-seeking)

#### Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

#### Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

*Your interest in this opportunity is appreciated. Only those under consideration will be contacted.*