



Well Living House

## **Job Posting: Research Program Manager**

### **Job Description:**

Well Living House at the Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital is an action research centre that focuses on Indigenous infant, child and family health and wellbeing. At its heart is an aspiration to be a place where Indigenous people can come together to gather, understand, link and share knowledge about happy and healthy child, family and community living.

The centre is built from a foundation of almost two decades of collaborative work between Indigenous health researchers, front line health practitioners and Indigenous community Grandparents. The long-term vision of the Well Living House is that every Indigenous infant will be born into a context that promotes health and wellbeing – at the individual, family and community levels.

We plan to achieve this vision by improving health policies, services and programs through knowledge work: conducting research, building knowledge networks, and providing training. In all that we do, the Well Living House is committed to using and protecting our Indigenous knowledge, languages and ways of working.

The Our Health Counts project applies Indigenous partnerships and community driven processes to generate comprehensive health assessment information that address gaps in knowledge about urban Indigenous health and wellbeing.

The Our Health Counts Project Principal Investigator is looking for a Research Program Manager. The Research Program Manager is responsible for overseeing, tracking, and conducting research activities involved in the design and delivery of multiple Indigenous community-partnered research projects. They will also lead the advancement of Well Living House's governance platform, partnerships, policies, and procedures. Additionally, the Research Program Manager will oversee study administration and must have an ability to adhere to research protocols and work with WLH Grandparents, Scientists, Staff, and Indigenous Community partners to carry out various aspects of community partnered health equity research.

Weekly hours: Full-Time (37.5 hours per week)  
Length of Position: 1 Year with Possibility of Extension  
Hourly rate: \$38.21 – \$49.68 per hour  
Start Date: July 2020 to June 2021  
Location: Well Living House, Centre for Urban Health Solutions (C-UHS) at  
St. Michael's Hospital, Toronto, ON

## **Responsibilities**

- Co-lead the advancement of the Well Living House governance platform, policies and procedures with input from Counsel of Grandparents and WLH Leadership Circle
- Co-lead preparation of research proposals and protocols
- Management of project implementation, including tracking of timelines and deliverables
- Co-lead project reporting and publications
- Lead project fund management including development and tracking of research study budgets
- Liaise with and support First Nations, Inuit and Métis community and Indigenous health service research partners
- Maintain confidentiality of information and records in accordance with standards of ethics and the principles of OCAP® (Ownership, Control, Access and Possession) and/or additional protocols of Indigenous data governance and management
- Chair research meetings
- Support writing and editing academic manuscripts, presentations, community research reports, and additional knowledge translation products
- Oversee personnel and payroll reports
- Oversee the development and negotiation of research agreements and contracts with outside parties
- Oversee in recruitment, hiring, training and supervision of research staff employed by the research program
- Other duties as defined by the Principal Investigator

## **Qualifications**

- PhD Degree in Public Health, Epidemiology OR Masters Degree in Public Health, Health, Epidemiology or Related Field OR Indigenous Health Professional (MD, RN, RM) with relevant post-graduate qualifications and experience
- 5 years research experience, including experience in public health and epidemiology, protocol development, preparation of manuscripts, and data presentation to academic and community audiences
- Minimum 5 years experience living or working in an Indigenous context
- Experience with Indigenous community-based and/or community-driven research approaches and Indigenous research protocols

- Strong communication (verbal/written), interpersonal, and leadership skills are required
- Ability to work independently and as part of a team
- Strong organizational skills, attention to detail, and ability to manage multiple tasks in a timely manner and flexibility to adapt to changing workload
- Ability to draw conclusions using Indigenous worldviews and a health equity lens

**Please submit your cover letter and resume to Stephanie McConkey at**  
Stephanie.McConkey@unityhealth.to

**Only those candidates selected for an interview will be contacted.**