



RESEARCH PROJECT MANAGER

Nova Scotia Centre on Aging

Recognized as a leader in distance and experiential learning, and based on a strong tradition of social responsibility, Mount Saint Vincent University (the Mount) takes a personalized approach to education to nurture socially responsible global citizens. Founded in 1873, the Mount has been nationally recognized for having one of the lowest student-to-professor ratios, for providing students early access to valuable research opportunities, for its legacy in the advancement of women, and for facilitating critical advancements in food security, healthy aging, literacy, and childhood development. The Mount believes that our people are our foundation and our relationships are built on respect and accountability. There are approximately 390 full-time permanent faculty and staff dedicated to supporting the Mount’s Mission. Please visit www.msvu.ca to learn more about us.

Project Description:

The project aims to understand how working conditions in long-term care settings may affect the conditions of care of the residents. This project involves a multi-disciplinary, multi-sector team of researchers and sector collaborators including provincial ministries, health authorities, associations and long-term care providers. Project activities include the administration of a survey to staff in care homes in Atlantic Canada to assess quality of work life, analysis of resident assessment information and sector engagement activities to increase research capacity and enhance ongoing collaborations on long-term care within Atlantic Canada.

Mount Saint Vincent University is strongly committed to fostering diversity and inclusion within our community and encourages applications from all qualified candidates including women, persons of any sexual orientations and gender identities and/or expressions, Indigenous persons, African Canadians, other racialized groups, persons with disabilities, and other groups that would contribute to the diversification of our campus. Candidates who identify as being from any of these groups are encouraged to voluntarily self-identify in their application materials. All qualified candidates are welcome to apply; however, priority will be given to Canadian citizens and permanent residents.

About the Opportunity

The host site for a four-year CIHR funded Atlantic Canada project, the Mount’s Nova Scotia Centre on Aging is seeking a professional to join the project team in the role of Research Project Manager. This position reports to the Centre’s Director and project’s Principal Investigator, Dr. Janice Keefe.

The Research Project Manager provides operational oversight and overall coordination of the implementation of the project across the four provinces. The duties of the position include:

- Develop work plans and identify project milestones, critical success factors and risk mitigation strategies
- Develop protocols for study implementation and quality assurance processes
- Financial management including inter-university funding agreements
- Support staff hiring and training and supervise staff
- Plan, prepare and organize team meetings and knowledge translation/exchange events
- Prepare study documents (e.g., ethics applications, data agreements, service contracts, funder reports) and maintain project records
- Liaise with project leads and research site managers, TREC personnel, HRDR Data Unit, vendors and study sites
- Maintain communications with team and foster team engagement
- Prepare communications for promotions and recruitment of study participants
- Support development of study deliverables

About You

A Master’s degree in a health or social sciences discipline with minimum of the equivalent of three years full time of demonstrated research project management experience in a university setting. Specific requirements include:

- Research project management with multi-site project.
- Superior planning, organizational, and management skills.
- High regard for quality and attention to detail.
- Strong interpersonal and communication skills.
- Experience supervising staff and providing direction and support to trainees.
- A team player with ability to work independently while demonstrating initiative.
- Event planning experience.
- High skill level with technology (i.e., Microsoft Office Suite).
- Demonstrated experience writing for various audiences.
- Background in gerontology and/or familiarity with issues related to continuing care industry preferred.
- Competency in communicating in French an asset.

Classification: 4 Year, Full-time Term Contract Position
Rate of Pay: \$75,000 to \$80,000 per annum
Start Date: May 1, 2023

Note: This position will be on site at Mount Saint Vincent University

Application Process:

Applications should include a cover letter and resume describing how their education, training and experience meet the requirements for this position. To apply for this position, go to www.msvu.ca/careers and follow the online application system. This competition closes on March 30, 2023.