



RESEARCH PROJECT MANAGER

University of New Brunswick Saint John

The University of New Brunswick employs more than 3,200 full- and part-time staff, including faculty, support staff and students. UNB values people and we have proudly been named as one of [Canada's Top 100 Employers](#) for 2024 and one of Atlantic Canada's Top Employers for 2023.

UNB is situated on the unceded territory of the Wolastoqiyik and Mi'kmaq peoples along the banks of the beautiful and bountiful Wolastoq river, a region recognized worldwide for its natural beauty. UNB is a comprehensive university with a long history of excellence in teaching and research.

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 analysis of survey data on 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 in New Brunswick and within Atlantic Canada.

The University of New Brunswick is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

About the Opportunity

The New Brunswick Hub for this four-year CIHR funded Atlantic Canada project, located at the University of New Brunswick Saint John, is seeking a professional to join the project team in the role of Research Manager. This position reports to the New Brunswick Principal Investigator, Dr. Rose McCloskey.

The Research Manager provides operational oversight and overall coordination of the implementation of the project in New Brunswick. 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 project manager, TREC personnel, HRDR Data Unit, vendors and study sites
- Maintain communications with team and foster team engagement
- 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.
- Ability to speak and write in both English and French preferred.

Classification: 2 Year, Full-time Term Contract Position
Rate of Pay: \$65,000 per annum
Start Date: August, 2024

Note: This position will be on site at University of New Brunswick Saint John

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, please send cover letter and resume to arcltc@msvu.ca. This competition closes on July 26, 2024.