

Healthy End of Life Project (HELP) Ottawa - Senior Research Project Manager

The Healthy End of Life Project (HELP) Ottawa research team, a cross-institutional, multi-disciplinary team which focuses on community development, public health approaches to palliative care, and capacity building across social and health care-based programs and services, is seeking a **Senior Research Project Manager**.

Sponsored by Compassionate Ottawa, funded by the Mach-Gaensslen Foundation, and conducted in partnership with Carleton University, HELP Ottawa is a 3-year community based participatory research project that will work within four community-based sites in Ottawa (2 Community Health Centre sites: Centretown Community Health Centre and South-East Ottawa Community Health Centre; and two local faith communities [sites TBD]).

HELP Ottawa's objectives are:

1. To strengthen community social networks, organizational cultures and linkages with local health services to better support people living with frailty, advanced chronic illness and end of life and bereavement to receive care in the community;
2. To create a community culture that supports people and their caregivers to feel empowered to ask for and accept help from their family, friends, neighbours, co-workers and other social networks;
3. To mobilize and prepare community members to be confident and capable of offering and providing help to people and their families and caregivers in the community;
4. To mobilize and disseminate findings of the research to other communities in Ottawa and across the country.

Duties and Responsibilities

The Senior Research Project Manager will be responsible for overall project management which will include: oversight and management of day-to-day project and research activities; supervision, mentoring and coordination of part-time staff, students and volunteers; collaboratively developing, implementing and evaluating all program/research components (including quantitative, qualitative, mixed methods and arts-based research activities); and coordination of all communication and dissemination strategies across the project. Centrally woven into this position will be the importance of developing and sustaining strong relationships and collaborative partnerships across neighbourhoods, community-based sites, sectors, institutions and mandates, in order to collectively create an end of life collaborative community culture.

Required Skills

- The applicant must hold a graduate degree in Social Work, Sociology, Public Health, Nursing, Psychology or other applied graduate program which has emphasized community-based research, health promotion and/or public health approaches and practices.
- 10+ years of research methods utilizing a wide range of quantitative, qualitative, mixed methods and arts-based approaches and methods.
- 5+ years of experience working on community-based, participatory action informed research projects.
- 5+ years of experience coordinating and managing complex projects with exemplary project management skills.
- Excellent leadership, supervision and mentoring skills.
- Superior communication skills (oral and written).
- Ability to work independently and as a team member.
- Technologically comfortable with a wide range of software programs for administrative/organizational functions (MS Word, Excel, Access); research writing and citation management software (Endnote, Ref Manager); research analysis software (NVivo, SPSS, R, statnet, UCINET, etc.); and presentation/dissemination/social media platforms (MS Powerpoint, Prezi, Twitter, Instagram etc.)

Preferred Qualifications

- Candidates who have a PhD
- Candidates who are bilingual (English and French)
- Advanced understanding of palliative care principles and practices and the broader context of how compassionate, comprehensive palliative care is delivered across multiple site across the continuum of care in Ottawa and across Ontario

Contract Details:

The Senior Research Project Manager contract is for 37.5 hrs/week for one year. Upon the successful completion of the contract, there will be an option to renew the contract for a subsequent year. Salary will be commensurate with background and experience, ranging from \$48,000 to \$52,000 plus benefits for 1 year.

Interested candidates are asked to submit a cover letter and resume by Friday March 29th, 2019 to Pamela Grassau at pamela.grassau@carleton.ca.

While we thank all applicants for their interest, only candidates selected for an interview will be contacted.