



Feast Centre for Indigenous STBBI Research
Centre du festin traditionnel de recherche autochtone sur les ITSS

Research Coordinator (II)

Pay Grade: 9

KTE (Knowledge Translation and Exchange)/Policy Coordinator

Location: Flexible, with a preference for candidates able to locate at McMaster University, Hamilton, ON

Status: Full time employment

Background

The Feast Centre for Indigenous STBBI Research is a five-year, cross-Canada initiative that aims to support the development of community and academic scholars and scholarship grounded in Indigenous knowledges, decolonizing approaches, and community-based research to holistically support STBBI research with Indigenous communities. This project joins key stakeholders (community, research and policy) to advance Indigenous research, programs and services in several key strategic areas related to STBBI research, prevention and care.

Grounded in a multi-conceptual framework (i.e., Indigenous and decolonizing methodologies, community-based research approaches and a strengths-based approach) the following activities will be pursued by the Feast Centre:

- Support the use of Indigenous knowledges in the community-led development of Indigenous approaches to the prevention and care of STBBI;
- Support the development of implementation science approaches across all research areas in ways that seek to improve equitable access to culturally relevant STBBI prevention, testing, screening, diagnosis, treatment and care;
- Support early to late career scholars in their critical and theoretical scholarship;
- Establishes work/study programs for Indigenous students at all levels, including undergraduate, graduate and post-graduate research;
- Supports the meaningful inclusion of community in all Feast Centre training opportunities, but principally, in our community fellowship program;
- Provides release time for early career scholars to establish their programs of research;
- Support publications development via writing retreats and partners with the AHA Centre in the biannual Wise Practices Indigenous STBBI Community-based Research conference, and in McMaster Indigenous Research Institute events;
- Produces an edited monograph focused on Indigenous methodology/methods in the context of STBBI research; and
- Supports developing culturally grounded and innovative knowledge translation products.

feastcentre.mcmaster.ca

Feast Centre for Indigenous STBBI Research Centre du festin traditionnel de recherche autochtone sur les ITSS
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Reporting to the Centre National Director, the work of the KTE and Policy Coordinator will be guided and supported by the Feast Centre Co-Leads (Jackson and Masching), the Operations Team, Governing Council, Council of Elders, the National Indigenous Research Advisory Council (NIRAC) and in thorough consultation with affiliated research centres. Feast staff may be working on site and/or from various satellite locations. Although working knowledge of other languages (e.g., French and/or an Indigenous language, etc.) is desired, the primary working language of the Feast Centre for Indigenous STBBI Research is English.

Job Summary

The Research Coordinator (II) is responsible for applying specialized knowledge to initiate, implement, manage, and coordinate moderate to large research projects.

Purpose and Key Functions

- Develop an implementation plan for research projects.
- Design promotional strategies and related materials to encourage participation and support for research projects.
- Perform quantitative analyses of research data.
- Interview study participants to gather qualitative and quantitative data.
- Facilitate focus group sessions with project participants.
- Coordinate and manage the collection, delivery, entry, verification, analysis, and reporting of data.
- Oversee the design and maintenance of data bases, data collection forms, error checking methods and related programs for collection, analysis and reporting.
- Apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature.
- Write sections of scientific papers, funding proposals, grants and abstracts.
- Coordinate the activities of research staff and resources to ensure that projects progress in accordance with predetermined timelines.
- Develop estimates of time and resources for research projects.
- Use statistical software to analyze data and interpret results.
- Write data management and operations documents for projects.
- Liaise between the project centre and remote project sites and personnel.
- Ensure that relevant research methodology is applied and all research material is handled in accordance with established protocols, policies and procedures.
- Develop presentations and present information and training sessions to project personnel and project participants.
- Present at meetings seminars and conferences.
- Keep project participants informed of project progress through regular reports and newsletters.
- Implement and maintain research project budgets. Create financial projections and make adjustments to research project budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Conduct literature searches.

Supervision

- Provide lead hand supervision and is responsible for the quality and quantity of work of others.
- Ongoing responsibility for supervising up to nine casual employees at any one time.
- Provide orientation and show procedures to others.

Requirements

- Bachelor's degree in a relevant field of study.
- Requires 5 years of relevant experience.

Assets

- Significant understanding of the breadth and variability of Indigenous knowledges, research methodologies, policy and knowledge translation practices;
 - Experience working in health policy and programs that affect and pertain to Indigenous people;
 - Significant understanding of Indigenous knowledges and Indigenous research methodologies, implementation and program sciences, Indigenous evaluation and strengths-based approaches in research;
 - A bachelor's degree in a relevant field (e.g. Indigenous Studies, Social Sciences, Health Sciences, Public Health, etc.) and/or five years experience working in Knowledge Translation and Policy, with an emphasis on Indigenous services, community health and/or social services settings;
 - Knowledge of GIPA/MEPA/ and MEWA principles that emphasize active engagement, leadership, collaboration and training of Indigenous people living with and/or affected by STBBI;
 - Knowledge and/or lived experience of HIV and AIDS and HCV prevention, care, treatment and support, in Canada and related social and health concerns;
 - Experience and/or knowledge of HIV and AIDS, HCV, STBBI research;
 - A personal and professional ethical framework which appreciates, honours and centers diverse lived experiences and identities, including those of sex workers, injection drug users, street-involved people, prison-involved people, and two-spirit/gay/lesbian/bisexual/trans/non-binary/queer people.
 - Ability to travel.
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- Outstanding working knowledge of KTE and its relation to policy;
 - Exceptional leadership and supervisory skills;
 - Knowledge and experience operationalizing Indigenous principles of community engagement;
 - Exceptional administrative skills to support and document KTE/policy activities and contribute to Feast reporting;
 - Excellent verbal and written communication (ability to speak French or an Indigenous language are considered to be assets);
 - Strong relationship building and conflict resolution skills with an ability to work effectively with community and academic organizations;
 - Confident working in a fast-paced multidisciplinary environment;
 - Maintain excellent organizational skills and ability to multitask;
 - Operate within a strong work ethic and maintain professionalism;
 - Possess and apply excellent problem-solving skills;

- Excellent ability to teach, supervise and provide policy and KTE advice;
- Strong ability to design presentations and perform public speaking at related conferences and meetings with the Research Coordinator and Community Engagement Coordinator;
- Exceptional ability to teach, supervise and provide policy advice;
- Solid ability to maintain accurate and detailed documentation for KTE/ policy meetings, decision-making processes and activities to document progress and impact within the Feast project as a whole;
- Strong ability to analyze and transfer research information into easily accessible language and knowledge of effective dissemination strategies;
- Demonstrated ability to work as a team and independently;
- Ability to work virtually;
- Demonstrated ability to learn and be self-directed;
- Ability to engage various service contractors (e.g. translation, printing, hotels, etc.)

Please include a cover letter summarizing your interest in this position and what you offer along with your CV (detailed curriculum vitae) and one sample of your sole-authored professional or academic writing (e.g., community report, journal publication etc.).

Send your application to Bridget Marsdin at fstjobs@mcmaster.ca by August 14, 2020.

We would like to thank you very much for your interest in the work of the Feast Centre for Indigenous STBBI Research, however only candidates selected for an interview will be contacted.

We strongly encourage and support applications from Indigenous applicants (First Nations, Inuit or Métis) and/or people living with or affected by STBBI.