

Research Center of the Centre hospitalier de l'Université de Montréal

The Research Center of the Centre hospitalier de l'Université de Montréal (CRCHUM) is the largest research center in biomedical sciences and health care at the University of Montreal, and among the largest in Canada. Located at the Champs de Mars metro station, the CRCHUM offers a dynamic and innovative work environment in ultramodern facilities at the cutting edge of technology.

The CRCHUM promotes job stability and supports the development and professional improvement of its employees who benefit from a full range of social benefits (flexible hours, teleworking policy, pension plan (REGOP), generous leave policy).



Job Description

Under the supervision of Professor Joanne Roch, PhD, the professional will coordinate operations related to the capacity building and change management component of the study entitled *Development of the capacity of the Canadian clinical research infrastructure to generate rapid reliable data in case of pandemic or health crisis*. Specifically, the objective of this component is to arrive at a national consensus on the barriers, facilitators and potential solutions to achieving the full potential of clinical research in Canada. The professional will be required to communicate with the various stakeholders' teams across Canada to carry out the tasks entrusted to him or her.

Responsibilities

This person will be responsible for:

- ✓ Coordinate all data collection activities with stakeholders across Canada:
 - Communicate with the various project stakeholders;
 - Plan and organize the way interviews are conducted and structured;
 - Conduct data collection interviews in accordance with the approved questionnaire;
 - Send interview recordings to the external resource responsible for verbatim transcription;
 - Preserve documentation in accordance with the research protocol and ethics certificate;
 - Use human and material resources efficiently to meet deadlines;
 - Ensure follow-up with the Research Ethics Board (NAGANO) and regulatory authorities as needed (e.g. Health Canada);
 - Coordinate various activities related to organization of the round table and ensure associated recording and note taking.
- ✓ Coordinate all data analysis activities with stakeholders across Canada:
 - In conjunction with the lead professor, use qualitative data analysis software (QDA Miner) to analyze and condense interview and round table data in order to develop a diagnosis;
 - Synthesize the key findings of the diagnosis and organize the presentation during the round table.
- ✓ Support researchers in writing and submitting articles to scientific journals and in updating their Curriculum Vitae;
- ✓ Assist in the planning and organization of meetings, reports, follow-ups;
- ✓ Support accounting monitoring;
- ✓ Any other related tasks, as needed.

Qualifications

- ✓ Organizational and strategic skills (candidate must excel in coordination and organization and be able to manage several projects simultaneously, while meeting objectives and deadlines and remaining within the budget). Experience in the administration of qualitative research projects and in academia is an asset.
- ✓ Skills in research project management, research budgeting, data collection and management.
- ✓ Outstanding teamwork and interpersonal skills, flexible and adaptable communication skills in a fast-paced, people-oriented team environment.
- ✓ The candidate must have excellent communication skills; written and oral English and French.
- ✓ Analytical Skills: Excellent analytical skills with strong attention to detail and a commitment to accuracy and depth.
- ✓ Autonomy/Problem Solving: Ability to work independently, while maintaining excellent interpersonal relationships with diverse people in a virtual environment; ability to identify important issues and present them in a timely manner; adaptability during changing situations and ability to assess and adapt appropriately.
- ✓ Experience in qualitative research and data analysis with QDA Miner, Atlas.ti software is an asset.
- ✓ Diploma: Master's degree or higher - Field: Management, education sciences, psychology

Status and advantages

- ✓ Part-time job, variable hours between 21 and 28 hours
- ✓ Flexibility of the schedule, Telework and possibly occasional meetings at the Faculty of Medicine and Health Sciences Campus
- ✓ Term of the contract: 1–2 years, renewable
- ✓ Start date: As soon as possible
- ✓ Salary and benefits according to CRCHUM policies
- ✓ Salary range between 27.08\$ and 47.98\$

To Apply

Interested candidates should e-mail their curriculum vitae to:

marie-helene.masse3@usherbrooke.ca

Only successful candidates will be contacted for an interview.

The CRCHUM invites women, Aboriginals, visible minorities, ethnic minorities and people with disabilities to apply. The CRCHUM adopts a broad and inclusive definition of diversity that goes beyond applicable laws. The CRCHUM thus encourages all people, regardless of their characteristics, to apply. In accordance with Canadian immigration requirements, please note that priority will be given to Canadian citizens and permanent resident.