JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Research Coordinator, PIPPS Rapid Response Hub</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>Lead, PIPPS Rapid Response Hub</td>
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<tr>
<td>Hours</td>
<td>14-28 hours per week</td>
</tr>
<tr>
<td>Duration</td>
<td>1 year, with possibility to renew each year</td>
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<tr>
<td>Salary Range</td>
<td>$25.00 – $33.00 per hour dependent on experience</td>
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ABOUT PIPPS

The Pacific Institute on Pathogens, Pandemics and Society (PIPPS) is a research institute at Simon Fraser University (SFU) that aims to position British Columbia as a global leader in preventing, preparing for, and responding to emerging pathogens and major infectious disease events.

The PIPPS Rapid Response Hub (RRH) is one of three research service divisions of PIPPS. The RRH provides evidence synthesis and analysis services to government and non-profit organizations. PIPPS-RRH also provides training programs that help individuals and organizations build province-wide capacity to apply evidence synthesis and analysis methodologies to support decision making.

DUTIES

The Research Coordinator is responsible for the following duties under the direction of the supervision of the RRH Hub Lead:

- Facilitative partner and community engagement activities.
- Undertake evidence synthesis activities in line with PIPPS-RRH standard protocols;
  - Liaise with stakeholders to identify evidence synthesis needs;
  - Develop project management plans for assigned evidence synthesis activities;
  - Conduct literature searches to identify relevant evidence for assigned evidence synthesis activities;
  - Review and critically evaluate evidence identified from literature search processes;
  - Contribute to the interpretation of relevant evidence identified from literature search processes;
  - Draft outputs and deliverables reporting on findings from evidence synthesis activities;
  - Respond to and incorporate feedback from relevant stakeholders;
- Provide relevant advice and expertise on methodology and protocol for evidence synthesis;
- Keep accurate records relating to assigned evidence synthesis activities;
- Establish and maintain effective working relationships with staff at the PIPPS and partner organizations; and
- Undertake any other duties related to the successful operation of the RRH.
MINIMUM QUALIFICATIONS

The Research Coordinator will demonstrate the following qualifications:

- Completion of or progress towards a Master’s (M.Sc., M.A., M.P.H. or equivalent) degree in health sciences or a related area (e.g., Public Policy, Statistics, Sociology, Anthropology, Biology, Library Science);
- Demonstrated experience conducting evidence synthesis activities (e.g., Systematic Reviews, Meta-analyses, Rapid Reviews, Environmental Scans, Cross Jurisdictional Scans, Multi-criteria decision analyses);

PREFERRED QUALIFICATIONS

- Demonstrated excellence in writing;
- Demonstrated experience working in fast-paced environments;
- Demonstrated experience working with small teams;
- Demonstrated experience for liaising with stakeholders from government and non-government organizations; and
- Demonstrated skills working in an organized and self-directed fashion.

BEHAVIOURAL COMPETENCIES

Research Assistant will demonstrate the following BC Public Service behavioral competencies:

- **Problem Solving and Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships (“if...then...”) to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Information Seeking** implies going beyond the questions that are routine or required in the job. It may include “digging” or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental “scanning” for potential opportunities or miscellaneous information that may be of future use.
- **Expertise** includes the motivation to expand and use technical knowledge or to distribute work-related knowledge to others.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, and colleagues.
- **Engaging External Partners** is the ability to identify and involve external stakeholders in order to foster long term partnerships.
• **Innovation** indicates an effort to improve performance by doing or promoting new things, such as introducing a previously unknown or untried solution or procedure to the specific area or organization.

• **Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

• **Self-discovery and awareness** means understanding one's thoughts, feelings, values, and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.

• **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people and members of other equity-seeking communities. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview, and the culture of SFU, and to notice their commonalities, and distinctions with other cultures and worldviews – particularly those of Indigenous peoples. It is recognition of the ways that personal and professional values may conflict or align with those of these communities. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

**TO APPLY**

Send a cover letter, curriculum vitae, and writing sample to Dr. Kiffer Card ([kcard@sfu.ca](mailto:kcard@sfu.ca)) by 31 October 2022 at 9:00am PT.