

Research Manager

H.E.A.L. Healthcare: Hearts-based Education and Anticolonial Learning

Term: August 15, 2022 – August 14, 2024

Hours: 20 hours per week

Through a wide variety of operational, research, and administrative support services, the **Research Manager** will ensure the implementation of a research project entitled 'H.E.A.L. Healthcare: Hearts-based Education and Anticolonial Learning', funded by an Indigenous Services Canada grant through a partnership with the National Collaborating Centre for Indigenous Health. This initiative will develop, implement, and evaluate transformative arts-based anti-oppression curriculum, designed to move hearts and minds of healthcare professionals, to build cultural humility in those professions, and to combat in healthcare and medical practices the systemic anti-indigenous racism that continues to pervade across Canada and beyond. The Research Manager will be responsible for overall project coordination including team meetings, facilitating ethics approvals, preparing project reports, liaising with Early Career Researchers, ensuring all administrative protocols are followed, and carrying out related tasks.

Responsibilities

Reporting to and taking direction from the overall project lead, Dr. Sarah de Leeuw, and Lisa Striegler, HARC Research Manager, the **H.E.A.L. Healthcare Research Manager** will be responsible for:

- Daily management of all research activities and expenses for the H.E.A.L. Healthcare project including establishing and monitoring progress of all research objectives.
- Serving as a key liaison between the research team members including the Indigenous Artist in Residence, Digital Archivist and Designer, Communications and Humanities experts, the NCCIH, social and medical/health scientists and clinicians and other relevant organizations. This will include managing funding transfers to collaborators, facilitating contracts development and monitoring for curricula developers, and responding to any questions or issues from the field.
- Coordinating regular meetings of all participants to be followed by project administration discussions. Ensure communication and action items/strategic plans that result from meetings are developed and communicated appropriately to all research team members.
- Providing regular updates to primary investigators, the NCCIH, and collaborators, as well as generate and submit annual progress reports and financial reports to NCCIH.
- Assisting in organization of data and other outcomes from the research teams.
- Working with the UNBC Office of Safety and Risk Management to assist with necessary Health Safety and Environmental Plan training and implementation, including maintenance of records for all participants (safety training, daily safety and orientation meetings and all other required forms) as required.
- Engaging in training and educational opportunities, including orientation to broad and complex questions concerning multi-disciplinary research practices, thinking beyond strict disciplinary boundaries, understanding the importance of collaborating with community and partners in all stages of research development and producing socially relevant and policy impactful research.

Qualifications

- Master's degree (minimum) and/or equivalent experience, including lived experience.
- Strong, proven organizational abilities.
- Significant leadership and management experience (organization development, supervisory, project management and financial management).
- Ability to work with researchers from a range of disciplines.
- Ability to synthesize research approaches across disciplines.
- Familiar with the areas of study as needed for the research activities including a deep understanding of arts, humanities, anti-oppression practice, and health care.

- Ability to communicate effectively in the area of study to various audiences, including knowledge of pertinent nomenclature.

HOURS AND COMPENSATION

Salary range \$30 – 34,000 annually + benefits for 2-year term

Applicants working remotely are welcome; however, this position operates in the Pacific time zone (Vancouver).

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at wellbeing@unbc.ca. Any personal information provided will be maintained in confidence.

To apply, please send C.V./resume and cover letter to BOTH: deleeuws@unbc.ca AND lisa.striegler@unbc.ca