



IDENTIFICATION

Department	Position Title	
Health and Social Services	Research Coordinator	
Position Number	Community	Division/Region
49-14851	Yellowknife	Corporate Reporting, Planning and Evaluation/HQ

PURPOSE OF THE POSITION

The Research Coordinator provides expertise, leadership and vision across the NWT Health and Social Services System and is a champion for excellence in health and social services related research.

SCOPE

Located in headquarters this senior level position will report to the Manager of Planning, Reporting and Evaluation and be accountable to them. This position often needs to work in a complex matrix management environment and consequently will also work closely with Departmental senior managers and senior managers of the Health and Social Services Authorities. This position is also accountable for overseeing and managing the work of any consultants/experts engaged by the Department to carry out projects.

There is extensive research activity related to health and social services in the NWT, but there is no effective clearing house function to ensure that research results are shared for maximum impact. Communities and stakeholders often identify areas of concern but there is no mechanism to connect them with interested researchers to respond to local priority issues. Partners in the Department and the Authorities are frequently approached by researchers requesting their involvement in, or support, for research initiatives but there is currently no policy or guidelines to help determine when such involvement is appropriate. And finally, researchers and research institutes across Canada are undertaking research that has relevance for NWT health and social issues but the NWT is not aware of or informed about these research activities or the results.

The incumbent is responsible for promoting collaborative research priorities and themes relevant to the Health and Social Services, the north and northerners, engaging Indigenous

governments and other research partners in policy development, assisting in the development of new research programs and partnerships, encouraging investment in research and research infrastructure and promoting major research initiatives.

Working with territorial and federal government departments, Indigenous organizations, communities, academic institutions and industry, the incumbent advocates for and encourages research of interest or concern to the NWT Health and Social Services System. Key to the success of the Health and Social Services Research Agenda is the ability to attract and maintain relationships with leading academic and other researchers working in fields that have application to the NWT. The Research Coordinator cultivates those relationships and promotes community-driven research strategies and community involvement in research. The incumbent plays a key role in connecting NWT Health and Social Services research need with national and international capacity to address that need.

RESPONSIBILITIES

1. Develops research policies and guidelines for the NWT Health and Social Services System.

- Synthesizes knowledge on research policies and guidelines.
- Produces recommendations on policies and guidelines for health and social services research in the Northwest Territories.

2. Develops, promotes and maintains the NWT HSS research agenda.

- Establishes a plan for the development of a research agenda.
- Synthesizes knowledge and best practice on government role in the health research.
- Conducts stakeholder analysis, coordinates consultations, and seeks input and feedback from key players.
- Establishes a monitoring and evaluation framework for research related activities and the implementation of the NWT Research Agenda.
- Promotes NWT research agenda priorities with academics and universities to identify potential areas of shared interest.

3. Develop long term strategic research initiatives and opportunities.

- Develops and refines a long-term vision and mandate.
- Creates short-term (e.g. annual) operational goals and objectives to develop research capacity
- Leads and encourages the development of research strategies and approaches.
- Monitors and evaluates current HSS legislative and regulatory approaches in the NWT to ensure a legislative framework that supports and encourages sound research.
- Assesses provincial strategies, policies, and approaches to scientific research and engagement in other jurisdictions to determine their applicability in the NWT HSS.
- Prepares or supports the preparation of executive documents (e.g. legislative proposals, decision papers, Financial Management Board submissions, and briefing notes) that support research initiatives.
- Researches and investigates research-related opportunities with various partners (e.g., governments, Indigenous organizations, businesses, etc.) and funders.

- Initiates, anticipates, shapes and adapts emerging opportunities.
- Represents HSS on federal or academic committees which are developing programs in support of northern research.
- Promotes and represents the HSS Research Agenda in intergovernmental, industry and public forums and committees.
- Works with GNWT Department experts to evaluate and prioritize potential research initiatives and to incorporate these into strategic and business planning processes. Leads stakeholder engagement (e.g. other territorial departments, municipal governments, industry, interest groups, and the public) on the impact of proposed research initiatives.
- Provides periodic reports and conducting reviews of long-term plans and adjusting where required.
- Develops and maintains contacts with research agencies and organizations, governments, industries and businesses to support information sharing and cross-organizational research discussions and projects.

4. Promoting HSS research priorities.

- Working with territorial and federal government departments, Indigenous organizations, communities, academic institutions and industry, the incumbent advocates for and encourages research of interest or concern to the NWT Health and Social Services System.
- Assisting in the development of new research programs and partnerships, encouraging investment in research and research infrastructure and promoting major research initiatives.
- Coordinates and acts as a liaison with the NWT SPOR Unit, other GNWT Departments, Indigenous Governments, Federal Government funding organizations such as the Canadian Institute for Health Research as well as other NWT related research organizations such as the Aurora Research Institute, and the Institute for Circumpolar Health Research.
- Participates on GNWT committees such as the GNWT Science Agenda working group to provide advice and help shape the broader GNWT research and science priorities.

5. Manages all of the research activities led by the Health and Social Services.

- Broker relationships to support research across and outside government.
- Address identified priorities where an information or resource gap has been identified.
- Provide expert support to Departmental senior managers related to research activities being conducted in, for or related to their Division's mandate.
- Coordinate and promote partnerships with the University of Alberta and the University of Toronto Public Health faculties for the development of practicum students.

6. Leads and promotes effective knowledge translation.

- Consult with stakeholders on effective mechanisms to share research findings.
- Synthesize and distribute research findings to key audiences.
- Scan the literature to identify current best practices to share with researchers and practitioners.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Periods of intense concentration will be required on a daily basis, and mental and emotional stress can be expected as a result of managing in a diverse organization with often competing and conflicting issues and priorities.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work collaboratively and engage multiple stakeholders and to work in a cross-cultural environment
- Ability to exercise tact and diplomacy in dealing with sensitive issues
- Ability to report on and present research findings in concise, clear, and engaging ways
- Ability to use multi-media technologies for the development of presentations
- Ability to provide training, mentoring, and support to others In the Department to build professional capacity in the areas of research and program evaluation
- Knowledge of health and social well-being, factors affecting community, family and individual health and well-being.
- Expertise in research design including quantitative, qualitative and mixed methods.
- Knowledge in the area of cross-cultural research and evaluation, in particular issues and respectful practices and priorities related to research, data collection involving or affecting Indigenous peoples and northern contexts.
- Ability to work with significant independence as well as in a team environment
- Ability to work Independently and problem solve challenges to manage a workload that includes multiple assignments with potentially conflicting and changing priorities
- Growth-oriented mindset, flexible, and able to adapt to change
- Ability to lead others and provide leaders with evidence based advise for decision-making

Typically, the above qualifications would be attained by:

- A related Degree in Social Sciences preferably at the Masters Level given the scope of responsibilities.
- 5 years minimum work experience in research, program monitoring/review/evaluation.

- 3 years progressive writing experience preferably in government which may include: research studies, report writing, policy and position papers, communications materials, and briefing documents

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred