RESEARCH & EVALUATION MANAGER
NB INSTITUTE FOR RESEARCH, DATA & TRAINING
Employment Opportunity #135-18.19

The University of New Brunswick Fredericton welcomes applications for the position of Research & Evaluation Manager with
the NB Institute for Research, Data & Training. This is a 1 year term (with possibility of extension) full-time (36.25 hours per week) position with the PTSU employee group. The position is funded by external monies with a salary range of $44,050 - $57,266 per annum.

The New Brunswick Institute for Research, Data & Training (NB-IRDT) is a research institute at the University of New Brunswick on the Fredericton campus. NB-IRDT carries out evidence-based research to provide government, academics and researchers with solid information to inform decisions that affect New Brunswickers. Operating at arms’ length from government, NB-IRDT provides a central location for researchers to access many provincial administrative health data sets to facilitate research and answer questions that will empower government to stretch healthcare dollars, anticipate the needs of a changing population and encourage growth.

**NOTE:** The position was previously advertised and closed December 5, 2018. Previous applicants need not re-apply. All applications will be re-submitted in the competition.

**Position summary:**
- Manage multiple research projects.
- Coordinate the reviews of feasibility & data access applications, and contribute to the generation of quotes.
- Create work plans collaboratively with project Principal Investigators, Research & Evaluation staff & other NB-IRDT staff.
- Develop, implement and maintain a project management system.
- Construct implementation plans, monitor progress of activities, and collaborate with project teams.
- Assign resources according to expertise and availability.
- Manage and supervise the activities of research staff, provide support and guidance in their day to day activities.
- Create development plans for research & evaluation staff.
- Support effective interpersonal communication from research & evaluation staff & resolve /redirect issues accordingly.
- Plan, monitor, and appraise job results through performance reviews.
- Organize work-flow and ensure that research staff understand their duties and delegated tasks.
- Maintain research & evaluation staff by recruiting, selecting, orienting, and training new employees.
- Maintain time keeping and personnel records for business intelligence and operational improvement.
- Develop and maintain a system of reporting work activities to inform operational improvement for NB-IRDT.
- Analyze work according to funding agencies requirements and provide support in the generation of annual reports.
- Approve, process and document the process for access to data for quality improvement purposes in accordance with Information Management line of business (Internal Data Quality Access Requests).
- Perform other duties as directed.

**Requirements/Skills:**
- Postgraduate degree in health science, epidemiology or related field.
- Minimum of 3 years’ experience in a supervisory role with project/program management experience, preferably in an academic or government setting.
- Superior interpersonal and relationship building skills. Outstanding written & verbal communication skills.
- Advanced problem solving, critical thinking, time management and organizational skills.
- Ability to positively influence communication and motivate others to achieve the best possible results.
- Ability to foster a positive working environment.
- Certification in project management, human resources, leadership and conflict resolution would be an asset.
- In depth knowledge of statistical software used at NB-IRDT is also considered an asset (SAS, STATA, SPSS R).

Closing date for applications, **January 16, 2019 4:30pm**. We thank all applicants for their interest but only those selected for an interview will be contacted.

The University of New Brunswick is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

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