

Post Doctoral Fellow  
MAP Centre for Urban Health Solutions  
Unity Health Toronto  
Toronto, ON

The Public Health ORganizational CAPacity STudy (PHORCAST) is a repeat Canada-wide census of all regional, provincial and national organizations in Canada with mandates for population-level primary prevention of chronic disease or healthy lifestyle promotion. Previously, we undertook two CIHR-funded censuses of 258 and 239 organizations. The third CIHR-funded census was scheduled in Spring 2020 but has been postponed to allow public health organizations to respond to the COVID-19 pandemic. The third census is being planned for Spring 2021 and will consider the challenges faced by public health organizations during the pandemic response. Data will be collected via structured telephone interviews with senior managers in each organization.

The PHORCAST is currently looking for a **Post-Doctoral Fellow (PDF)** whose primary responsibility will be leading all research activities of this project.

This is a one year opportunity, with the possibility of renewal.

**Duties & Responsibilities:**

- Coordination of research grant process
- Prepares research ethics board, animal care committee and all other required submissions relative to initiating and conducting individual studies;
- Coordinates research activities with other departments/universities; study approval from the Research Ethics Board; approval for grant applications, research contracts, hiring from the Office of Research Administration, etc.;
- Orders supplies and maintains inventory for research studies.
- Develops novel research ideas and design scientific studies to address knowledge gap or complex problems;
- Develops protocols and budget; initiates and leads studies under the supervision of a Scientist;
- Selects appropriate techniques/methods to analyze data and provides interpretation of study results;
- Conducts ongoing review of relevant literature to keep up with current knowledge;
- Maintains a clear knowledge and understanding of research ethics, regulations and policies while remaining in full compliance with all applicable policies for ethical conduct to ensure adequate quality control;
- Participates in and leads team meetings and research rounds by providing insightful and intellectual discussions and presentations;
- Utilizes expert knowledge to contribute to institutional activities, e.g., being a judge for poster competitions, etc.
  - Assist the Investigator in development and initiation of research studies
  - Assist in the writing and submission of research grant applications
  - Assists in interpretation and implementation of study protocols
  - Provides statistical analysis, planning, execution and interpretation of study results
  - Collect, tabulate and analyze study-related data and ongoing review/development of study databases
  - Authorship of journal articles; responsible for academic output of research studies

- Writes reports and manuscripts for publication as first author, while maintaining responsibility for academic output of research studies;
- Presents at local, national and/or international meetings/conferences;
- Networks and collaborates with other Researchers to keep abreast of new developments in research, to exchange information, within scope of authority, etc.;
- Assists Investigator(s) in writing/submitting research grant applications, e.g., by providing study results and interpretations, feedback on the application, developing budget and study protocols;
- Writes proposal and application for awards to increase funding, enhance CV and the profile of the institution, e.g., CIHR Postdoctoral Fellowship and scholarships.
- Guides and mentors students on how to conduct of research/analysis and how to review their work;
- Manages the day-to-day activities of the research program

**Qualifications:**

- PhD in related discipline (5 or more years direct research experience) OR
- In the last year of completing a recognized Doctoral degree where submission of a Doctoral thesis by postdoc application period OR
- Successfully defend a Doctoral thesis within a three (3) month time period after starting the postdoctoral position
- Expertise in Epidemiology, Biostatistics, or a related discipline
- Knowledge of health policy and chronic disease prevention
- Strong quantitative research skills and knowledge of epidemiologic and biostatistical methods
- Excellent written and oral communication skills, with strong scientific writing skills
- Experience in several aspects of research study development, initiation, execution, analysis and interpretation
- Experience with the preparation of manuscripts and data presentation
- Excellent planning and organizational skills
- Excellent project management skills
- Excellent problem solving, analytical and critical thinking skills
- Excellent computer skills relevant to chosen field
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to maintain active involvement in several aspect of research study development,
- Ability to pay close attention to detail
- Demonstrated ability to initiate and complete a research study in chosen field
- Demonstrated ability to design, execute and manage multiple studies
- Effective mentoring and coaching skills with the ability to effectively supporting team members
- Ability to make decisions, within scope of authority
- Facility in the French language

Interested candidates should submit a cover letter and resume in one PDF document to Dr. Katerina Maximova at [katerina.maximova@utoronto.ca](mailto:katerina.maximova@utoronto.ca).