Faculty/Portfolio:Faculty of Medicine & Dentistry, Dept. of Family Medicine

Unit: Medically At-Risk Driver Centre

Position Title: Research Associate

Position Type/Job Family: Research Associate

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

Medically impaired drivers are a significant, but preventable, public health problem faced by Albertans and other Canadians. Current research and practices that target medically impaired drivers are being conducted throughout Alberta and the world but they are fragmented, leaving many of the critical issues unresolved. The Medically-At Risk Driver Centre (MARD Centre) is a unique centre that, through innovation and research, practice advancements, and entrepreneurship will enhance the safety and mobility of medically impaired drivers; and reduce the social and health impacts and economic costs of medically impaired drivers. Using innovative private/public partnerships, the MARD Centre will provide outcomes that contribute to policy, procedure, and service development for best practice advancement.

The focus will be on research and related activities leading to new techniques and solutions in four critical areas:

1. Identification of medically at-risk drivers;

2. Assessment of medically at-risk drivers to determine those who are medically impaired and unsafe to drive;

3. Remediation, where appropriate, that contributes to continued driving; and

4. Promotion and provision of support for medically compromised drivers and their families to assist with the 'driving to non-driving' transition.

This position is part of the MARD Centre's strategic plan. The Research Associate is a full-time

Academic Trust appointment. The Research Associate will report to the Director and be part of the MARD Centre Leadership Team. Responsibilities are:

Carrying out high level research activities under the direction of the Director, including:

* Developing and implementing the strategic plan for research activities, designing experiments, research methods, data collection protocols, and standards in consultation with the Director.
* Identifying and communicating funding opportunities to MARD Centre personnel;
* Developing, coordinating, and submitting grant applications including collecting information from investigators, keeping track of timelines, and delineating all the tasks required to complete the grant application on time;
* Overseeing funded projects and management of research projects including ethics preparation and submission (initial and annual updates); overseeing project implementation including adherence to proposed timeliness for recruitment, data collection, and data entry and analysis; overseeing budgets; and overseeing administrative requirements of research projects to ensure compliance with granting agencies and the University of Alberta (Research Services Office) policies and procedures;
* Providing written documentation of research progress to Principal Investigator(s) and Centre Director;
* Collaborating on the writing of research papers and publications in refereed journals and
* presentations at scientific conferences, symposia, and stakeholder meetings; and giving presentations to community based organizations under the direction of the Director;
* Provides guidance and coaching of students and supervises research assistants under the direction of the Director. This position will supervise 1 to 6 future direct reports, as per the attached organizational chart;
* Conducting other related administrative duties related to research at a managerial level; and,
* Developing liaisons among potential collaborators at the University and in the community.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

PhD in social sciences with a preferred focus on cognition and/or gerontology/geriatrics.

The applicant's experience and skills should include:

* 3 - 5 years in a research field, preferably within the social sciences;
* A demonstrated track record in research grant management;
* A demonstrated track record in grant securement and publications;
* Excellent working knowledge of research methodology and statistics;
* Excellent communication (oral and written), interpersonal, organizational, and time management skills; and,
* Excellent leadership within a team environment.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.