

JOB POSTING: Canadian Managed Alcohol Program Study (CMAPS) Project Manager

We are inviting applicants to apply for the position of Project Manager for the Canadian Managed Alcohol Program Study. We are looking for someone who is exceptionally organized and detail-oriented, knowledgeable in University of Victoria systems and programs, and interested in alcohol and substance-use programs and policy.

PROJECT DESCRIPTION:

The Canadian Managed Alcohol Program Study is a multi-site program of research that seeks to rigorously evaluate managed alcohol programs in Canada using participatory and mixed methods. CMAPS consists of numerous research studies investigating implementation and impacts of MAPs including a Pilot Intervention and Evaluation of Cannabis Substitution as part of Managed Alcohol Programs. The position is located at the Canadian Institute for Substance Use Research (CISUR), an internationally recognized research centre affiliated with the University of Victoria. Research conducted at CISUR is used to inform a broad range of projects, reports, publications and initiatives aimed at providing all people in BC and beyond with access to happier, healthier lives, whether using substances or not. CISUR is guided by the principles of collaborative relationships, independent research, ethics, social equity, and justice, reducing risk and increasing protections to address the harms of substance use, harm reduction and informed public debate.

JOB DESCRIPTION:

The Project Manager will work closely with Principal Investigators and CISUR Scientists, Drs Bernie Pauly and Tim Stockwell and research coordinators to plan and manage the budgets and reporting, manage human resources and payroll, and coordinate day-to-day functioning of this program of research as well as support development of future funding applications. They will contribute to the overall quality, success, and effectiveness of the project by assisting with a range of activities, including:

- Managing the set up and maintenance of project files;
- Working collaboratively with the primary data collection team to ensure that project objectives and timelines are met;
- Assisting with tracking and managing project budgets;
- Assisting with reporting requirements to funders and other stakeholders and ensuring compliance with university and funder requirements;
- Participating in the preparation of reports, publications and presentations;
- Participating in research team meetings to help ensure continuity among the various activities of the projects including creating agendas and taking minutes;
- Supporting the planning and booking of research meetings and other stakeholder group meetings;

- Facilitating the coordination of grant applications, including drafting proposal timelines, budgets and letters of support, as well as assisting applicants with tasks such as Canadian Common CVs;
- Managing confidential HR information, including preparation of Payroll forms and related documents;
- Assisting with research ethics protocols and tracking renewals and amendments;
- Working with other CISUR project managers to coordinate cross project activities (e.g. transcription, equipment, employee forms); and,
- Additional duties as discussed on an ongoing basis.

QUALIFICATIONS:

The Project Manager position requires:

- Experience managing complex research projects, preferably in a university environment and related to substance use, harm reduction, epidemiology, monitoring and surveillance, public health, and/or knowledge translation/exchange.
- Excellent analytical and communication skills, both written and interpersonal, as well as the ability to balance competing priorities with attention to detail.
- Excellent administrative and organizational skills with an ability to manage multiple projects.
- Knowledge of illicit substances, health equity, harm reduction, and social justice principles.
- Familiarity with university accounting systems including FAST, WebReq, Chrome River and other procedures, as well as funding agencies, specifically Health Canada, research ethics, and data security.
- Excellent administrative, time management and organizational skills.
- Proficient in Microsoft Office (Excel, Outlook, Word, PowerPoint).
- Experience with webinar platforms such as Zoom and MS Teams.
- A combination of relevant education and experience will be considered.

Ideally, although this is not essential, the candidate will have a Master's or PhD degree in Public Health, Social Work, Nursing, Psychology, Education, Sociology or other related disciplines with an interest in substance use, health equity/social justice, harm reduction and knowledge translation/exchange. Qualified graduate students are also encouraged to apply.

SALARY AND HOURS:

This 1.0 FTE position (35 hours per week) 12-month contract position, starting immediately with the possibility of an extension beyond June, 2023. This position is located at the Canadian Institute for Substance User Research (CISUR) at the University of Victoria, the ideal candidate will be located in Victoria and be open to an in-office or hybrid in-office/remote work model and must be eligible to work in Canada. Hourly salary ranges from approximately \$32.45 - \$42.58/hour based on experience and education. The position is available immediately however start date is negotiable.

APPLICATION PROCESS:

Interested applicants should forward their resume to Dr. Connie Carter (ccarter@uvic.ca) by June 24 2022. Questions about this position can also be directed to Connie Carter. Note: some interviews may take place before posting closing date. Only those selected for interviews will be contacted. Thank you for your interest!

EQUITY AND DIVERISTY STATEMENT:

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Read UVic's full equity statement here:

www.uvic.ca/equitystatement