

Research Assistant/Associate, Canadian Alcohol Policy Evaluation (CAPE) Project

We are inviting applicants to apply for the position of Research Assistant/Associate to support the [Canadian Alcohol Policy Evaluation \(CAPE\) Project](#). We are looking for someone with public health policy knowledge to assist with secondary data collection and validation for the CAPE project. Familiarity with policies related to alcohol (or cannabis/tobacco) an asset.

Project Description

The Canadian Alcohol Policy Evaluation (CAPE), which has a track record of strengthening Canada's response to alcohol-related harm, is an ongoing project that systematically evaluates the degree of implementation of provincial, territorial, and federal alcohol policies under 11 evidence-based alcohol policy domains. The current iteration (CAPE 3.0) is in process, with results being released in 2023. A national alcohol policy [community of practice](#) has also been launched.

Job Description

The Research Assistant/Associate will complete a range of duties, including systematically collecting a variety of alcohol policy information from various online sources (e.g., legislation, government reports, media releases, licensee handbooks etc.) for different levels of government across Canada, including federal, provincial, and territorial. They will also assist with data validation activities, liaising with different government departments, and other duties in support of CAPE 3.0 data collection and validation as required. May be asked to contribute to compiling data for results summary documents and other knowledge translation materials.

Duties and responsibilities

- Collect alcohol policy information from various online sources for select Canadian provinces, territories and the federal government.
- Liaise with government stakeholders across different Canadian jurisdictions to seek and validate policy data.
- Help prepare summary reports and presentations on CAPE 3.0 results and findings.
- Work collaboratively with the research team to ensure that project objectives and timelines are met.
- Be able to work within a team environment, with a diverse range of research stakeholders.
- Familiarity with principles of health equity, harm reduction, and social justice.

Skills and Qualifications

- Knowledge of public health policies in Canada.
- Familiarity with alcohol policy (or cannabis/tobacco) an asset.
- Experience with secondary data collection from a variety of online sources, including government reports, legislation, media releases, etc.
- Ability to communicate effectively with government stakeholders.
- Excellent time management and organizational skills.
- Ability to work independently with limited oversight.

- Strong written and verbal communication skills.
- Proficiency with Microsoft Office (Excel, Outlook, Word, PowerPoint).
- Experience with webinar platforms such as Zoom and MS Teams.
- Ability to read, write and speak French an asset, but not required.
- A combination of relevant education and experience will be considered.

Salary and Hours

This position is located in Victoria, BC, at the [Canadian Institute for Substance Use Research](#), a research centre at the [University of Victoria](#). Candidates from outside of Victoria will be considered as remote work arrangements are supported, but candidates must be eligible to work in Canada.

This is a part-time position (approximately 14-21 hours/week). This is a grant-funded position to March 31, 2023 with the possibility of an extension depending on ongoing funding. Hourly salary ranges from \$26 - \$32/hour based on experience and education. The position is available immediately.

Application Process

Interested applicants should forward their resume and a covering letter to Kate Vallance, Project Manager vallance@uvic.ca by August 5, 2022. Note: some interviews may take place before posting closing date.

Only those selected for interviews will be contacted. Thank you for your interest!

Conflict of Interest Statement

In accordance with CISUR's guiding principles of ensuring independent research activities to further promotion of public health, protection from vested interests is essential. Therefore, those who are representatives of, paid by, affiliated with, or have within the past five years received research funding from the following industries: alcohol, pharmaceutical, gambling, cannabis, or tobacco industries or their foundations, lobby groups, trade associations, or third-party corporate social responsibility organizations are NOT eligible for this position.

Equity and Diversity 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.