

# *Provincial Job Description*

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***TITLE:***  
**(401) Research Officer**

***PAY BAND:***  
**16**

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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

**Provides health services research expertise, consultation, and support to employees.**

## ***QUALIFICATIONS:***

- ◆ **Masters degree with advanced Statistics and Research-Methods training**

## ***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ **Intermediate computer skills**
- ◆ **Ability to work independently**
- ◆ **Communication skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Analytical skills**
- ◆ **Valid drivers license**

## ***EXPERIENCE:***

- ◆ **Previous: Twelve (12) months previous experience completing a research project in a health-related field.**

## ***KEY ACTIVITIES:***

### **A. Research and Evaluation Tool Development**

- ◆ Provides consultation and support in the development of the theoretical/overall study design, including the determination of research goals and objectives prior to the development of the research methods.
- ◆ Conducts formal literature reviews in the topic area to investigate/determine:
  - ◆ tools and measures that have already been developed.
  - ◆ tools and measures with demonstrated psychometric properties (e.g., reliability and validity studies).
- ◆ Determines the most appropriate data collection method.
- ◆ Designs, tests and revises the research or evaluative measure or tool.
- ◆ Assists department with the pilot-testing of the tool and subsequent revisions.

### **B. Program Evaluation**

- ◆ Develops frameworks and plans for evaluating new or existing programs.
- ◆ Develops tools needed to collect information as part of the evaluation.
- ◆ Develops recommendations for the program based on the findings of the evaluation, implementation strategies and assists with policy and practice recommendations.

### **C. Data Analysis**

- ◆ Designs databases for data collection.
- ◆ Determines most appropriate statistical test(s).
- ◆ Conducts quantitative (statistical) analysis of information contained in research databases.
- ◆ Conducts qualitative (content) analysis of comments and other information collected as part of surveys, evaluations, research and quality improvement.
- ◆ Interprets and summarizes statistical and/or content analysis.

### **D. Results and Report Writing**

- ◆ Prepares literature reviews.
- ◆ Prepares reports that summarize the findings from analysis of data or evaluations.
- ◆ Provides progress reports or updates for projects.
- ◆ Prepares and provides reports, manuscripts, articles for publication and disseminates findings as appropriate.
- ◆ Prepare ethics application for study protocols.

**E. Related Key Work Activities**

- ◆ Provides consultation, support and/or assists programs in developing surveys and/or measurement tools.
- ◆ Provides education, support, and resources for employees to carry out their own research and evaluation projects.
- ◆ Leads and/or directs the collection of data and/or collects data.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

***SGEU:***

***SAHO:***

***Date: February 11, 2026***