

Ministry: Health
Branch: Policy, Planning and Legislation
Location: Victoria

Working Title: **Manager, Research**
Level: Range 30
Classification: Research Officer

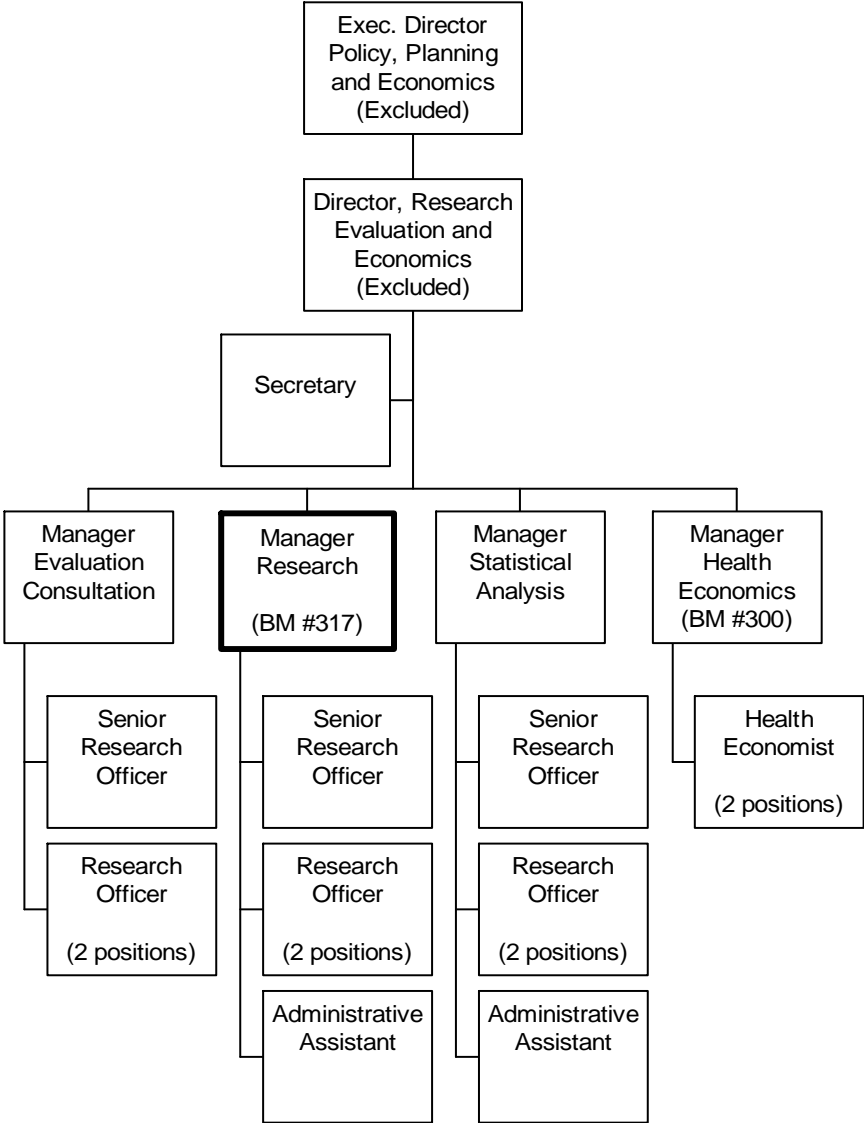
PRIMARY FUNCTION

To plan, develop, manage and evaluate the ministry research program including advising staff on research methodology and research design, administering research funds, managing critical literature and journal reviews, and guiding the publication of research results.

JOB DUTIES AND TASKS

1. Manages research, reviews and surveys for the ministry
 - a. plans, develops and evaluates the ministry research strategy to address health questions or problems
 - b. coordinates the critical review of health science literature to assess status of available research and determines need for more research
 - c. evaluates research program and advises senior management on future research requirements
 - d. designs and approves use of measurement instruments, surveys and/or biometric tests for the ministry
 - e. leads analysis, publication and dissemination of results in scientific reports and journals
 - f. provides advice to program staff on how to improve the design, logic or analysis of their projects
 - g. assigns collection of data, analysis and statistical tests to research or program staff
 - h. serves on committees and functions as the liaison between other agencies and the ministry
2. Manages critical reviews of current health science literature for the ministry
 - a. organizes studies of selected cross-section of scientific journals and books
 - b. coordinates assessment and examination of research for the ministry
 - c. coordinates data summaries and results of searches and ensures any strengths or weaknesses are revealed
 - d. leads the presentation of findings and reports to executive or senior management
 - e. keeps ministry staff and ministry executive informed and up-to-date on scientific progress on health care issues, risks and trends
 - f. provides direction and guidance to management and staff in the writing, publication and production of their final reports
3. Supervises research staff
 - a. supervises research staff (3 FTEs), including hiring and training
 - b. plans, assigns and reviews work
 - c. sets work priorities and reviews work
 - d. appraises work performance
4. Administers funds for research
 - a. reviews research proposals of external agencies (e.g. BC Health Care Research Foundation, National Health Development Program) and determines need for funding cooperation
 - b. provides direction and guidance to management and staff on the requirements for applying for research grants
 - c. administers a local budget of research grant funds
 - d. organizes applications to obtain funds from external agencies to carry out the work
 - e. adapts standardized contract language to negotiate services

ORGANIZATION CHART
Benchmark Job #317



REASON FOR CLASSIFICATION

Benchmark Job #317

Job Title: Manager, Research

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand all significant, health-related issues to manage a specialized research program for the ministry, plan and develop the ministry research strategy to address health issues, and providing authoritative advice to ministry executive on scientific progress on health care issues and risks.</p>	I	305
2	<p>MENTAL DEMANDS Judgement to plan, evaluate and organize a ministry research program; provide advice to program staff on design, logic and analysis of projects; review proposals for research and funding requests; keep ministry executive informed on scientific progress on health care issues, risks and trends.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity to use computers to develop surveys, tests and reports with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by ministry goals and objectives, plan, organize and manage the ministry health research program; evaluate health science issues, trends and risks and provide ministry executive with advice on health issues.</p>	G	190
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant responsibility for financial resources to adapt standardized contract language to negotiate contracts for research services.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major responsibility to manage ministry research processes and establish standards for collection and analysis of data.</p>	F	43

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff and appraise employee performance (3 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to lead a health research program for the well-being of others.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the demands of conflicting project requirement priorities and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and/or printed reports while reviewing science literature and preparing reports.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable requirements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 956

Level: Range 30