

## JOB POSTING #2024/022

### POSITION:

Research Assistant – Planning, Evaluation and Communications Services - OPSEU

### HOURS OF WORK:

Temporary – Full-Time - 35 Hours Per Week (1.00 FTE)

### EFFECTIVE:

As Soon As Possible to December 31, 2024 (Subject to Change)

### LOCATION:

Main Office – North Bay **or** Parry Sound Branch Office with travel to North Bay

### ADDITIONAL INFO:

Vacant Position

### POSITION SUMMARY:

Reporting to the Manager of Planning, Evaluation and Communication Services, the Research Assistant supports programs and services in meeting the Ontario Public Health Foundational Standards, specifically components relating to population health assessment, research, evaluation, and surveillance. Work includes survey development, data management, extraction, and analysis, as well as summarizing and disseminating data collected for assessment and evaluation purposes. The Research Assistant also supports the maintenance of the Planning and Evaluation service request process and other organizational wide initiatives led by Planning and Evaluation Services. This position supports staff within Planning and Evaluation Services and also works directly with staff across the organization.

### QUALIFICATIONS:

#### Education, Experience, Knowledge, Skills & Abilities:

- Baccalaureate degree in science or health related area, or an equivalent combination of education and related work experience
- Minimum of two year's experience in quantitative research
- Demonstrated knowledge and experience in outcome and process evaluation, research design, and research ethics principles
- Experience with statistical software packages (e.g. STATA, R), data management software (e.g. Excel), and survey software tools (e.g. Medallia, SurveyMonkey)
- Demonstrated skill in quantitative statistical methods and understanding of basic applied research methodology required
- Flexibility to respond to varied and shared tasks associated with team functioning
- Self-motivated and able to complete assigned duties with minimal supervision

- Excellent oral and written communication skills with experience in report writing
- Intermediate to advanced-level skills with Microsoft Office applications
- Strong interpersonal and problem-solving skills
- Demonstrated organizational skills and attention to detail
- Committed to providing exceptional customer service
- Demonstrated commitment to continuous learning and quality improvement
- Shows discretion and appropriately handles confidential information
- Ability to work flex hours as required

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

**HOURLY RATE:**

Minimum \$30.48 to Maximum \$34.30 (Pay Band 7) plus 4% vacation pay and 4% public holiday pay \*Please note, the maximum level you can start at is at Level 4 (\$33.28)

**CLOSING DATE:**

Tuesday, May 21, 2024 at 4:00 p.m.

**APPLICATION PROCESS:**

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Human Resources Coordinator  
Attention: Job Posting #2024/022

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or  
Email: [human.resources@healthunit.ca](mailto:human.resources@healthunit.ca)

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

**Please Note:** If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at [wendy.moore@healthunit.ca](mailto:wendy.moore@healthunit.ca) for confirmation.

**Once posting is closed, please refer to website for status of job posting.**

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[myhealthunit.ca](http://myhealthunit.ca)

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📠 705-474-8252

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📠 705-746-2711