

Position: **Benchmark Job #317**

Ministry: Health

Working Title: **Manager, Research**

Branch: Policy, Planning and Legislation

Level: Range 30

Location: Victoria

NOC Code: 4165

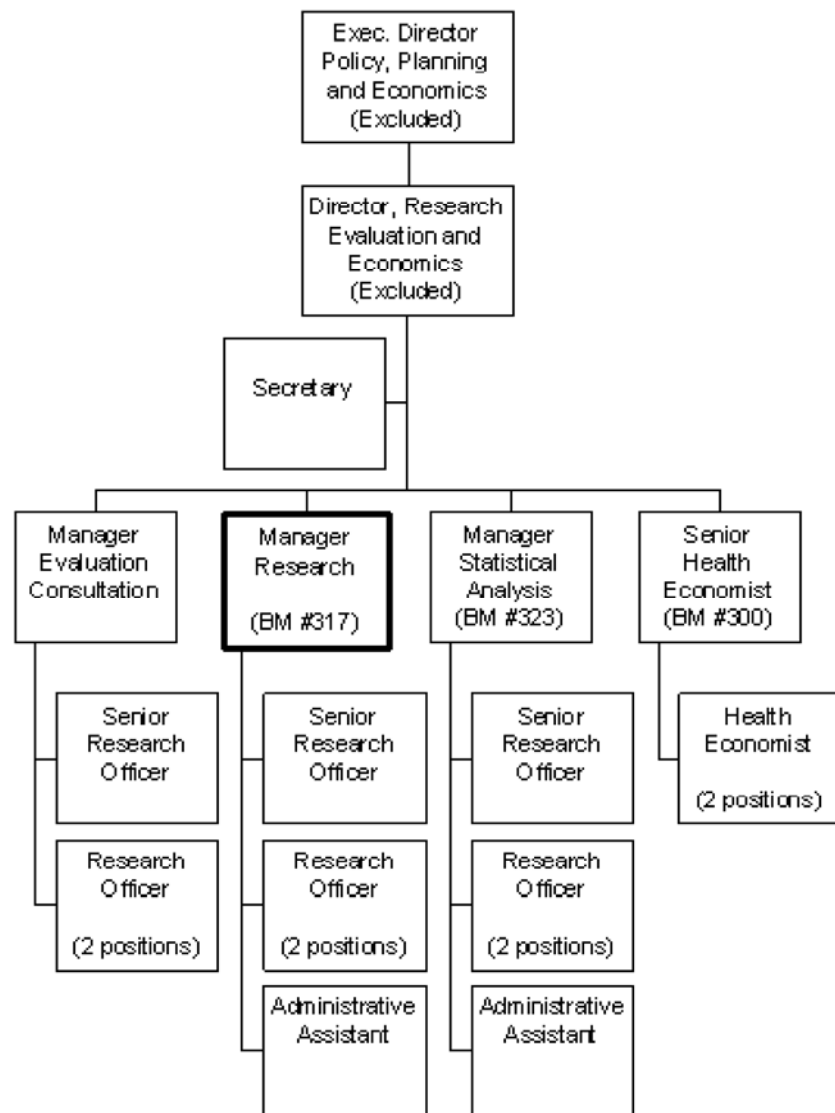
## PRIMARY FUNCTION

To plan, develop, manage and evaluate the ministry research program including advice to staff, funding sources, literature reviews, reviews of journals and publication of 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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understands all related issues of a significant and highly specialized program to manage health research for all branches in the ministry, coordinate critical reviews of health science literature, journals and books; and provide authoritative advice to ministry executive on scientific progress on health care issues and risks.</p>	I	305
2	<p><b>MENTAL DEMANDS</b></p> <p>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><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counselling skills to discuss and explain employee performance problems and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Some coordination and dexterity to use computers to develop surveys, tests and reports with minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>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><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Significant responsibility for financial resources to adapt standardized contract language to negotiate contracts for research services.</p>	E	33

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major responsibility to manage ministry research processes and establish standards for collection and analysis of data.	F	43
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise staff and appraise employee performance (3 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to lead a health research program for the well-being of others.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently balance the demands of conflicting project requirement priorities and deadlines.	C	12
11	<b>PHYSICAL EFFORT</b> 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	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable requirements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 951

Level: Range 30