Job title:	Data Coordinator
Department:	Centre for Advancing Health Outcomes (Advancing Health) & CIHR Pan-Canadian Network for HIV and STBBI Clinical Trials Research (CTN+) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC. This position will be provided the opportunity to work from home 2 out of 5 days per week, at the discretion of their supervisor, and adhering to the Providence Health Care Working Remotely Policy.
Salary:	$70,000 - $80,000
Full/Part-time:	Full-time (37.5 hours/week)
Appointment Type:	**This is a 12-month, temporary status, non-contract Providence Health Care (PHC) position**. The initial term of this role is expected to be one year. Should grant funding become available, this position could have the possibility to be extended.
Desired Start Date:	As soon as possible
Application Closing Date:	January 24, 2025
How to Apply:	Interested candidates should email their **resume** to hr@advancinghealth.ubc.ca

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. Advancing Health welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

We welcome applications from candidates legally entitled to work in Canada.

Who We Are

Bridging the gap between data, research, and care, Advancing Health is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level.

The CTN+ is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, Advancing Health and the CTN+ seek to improve health outcomes for all.

Our Commitments to You

At Advancing Health /CTN+, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support health, wellness, and work-life balance
- Extended health and dental plans

The Role

The Data Coordinator represents a core functional role for the Data Management (DM) department and supports the organization in the conduct of clinical trials and other research endeavours. Under the direction of the Data Management Operations Lead, the Data Coordinator will execute and support the implementation of data management activities for studies undertaken by the CTN+ and Advancing Health to help ensure data conform to the established requirements for completeness, accuracy, and reliability. To execute these responsibilities, the Data Coordinator works in cooperation with data management staff, project managers, clinical research coordinators, and other team members. Some of the work performed includes:

- Ensuring all data management duties are carried out in accordance with Advancing Health/CTN+ standard operating procedures and work practice guidelines
- Creating Data Collection Worksheets (DCWS) for projects according to study protocols and client specifications, including formatting and maintenance
- Preparing standard data management documentation, such as Data Management Plans (DMP), Data Validation Edit Check Plans (DVP), Data Collection Worksheets (DCWS), Notes to File for assigned studies
- Using electronic data capture platforms, develop electronic case report forms (eCRFs), edit check rules, testing and validation of entry screens and associated edit checks
- Developing and maintaining data entry user manuals and training documentation for assigned studies
- Preparing and conducting end-user training for assigned studies
- User account management, query resolution and other activities during the course of a study
- Support senior data managers as required
- Provide coverage for other team members as it comes up
- Other related duties as required

Minimum Qualifications

- BSc plus two years of experience in clinical trials/research, data management/coordination, survey design, or the equivalent combination of education and experience

Skills and Qualifications

- Self-directed and a team player
- Strong attention to detail and the ability to think critically and prioritize workload
- Excellent written and verbal communication skills

- Knowledge and experience with electronic data capture platforms such as Oracle, InForm, and REDCap an asset
- Knowledge of Good Clinical Practice (GCP) is preferred
- Experience with data reporting an asset
- Proficient in MicroSoft Office
- Experience or an interest in equity, diversity, and inclusion practices in research and the workplace