



## Position Profile

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<b>Position:</b>	<b>Research and Policy Analyst</b>
<b>Reports to:</b>	<b>Associate Director, Research &amp; Policy</b>
<b>Profile Date:</b>	<b>October 2018</b>

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The Canadian Centre on Substance Use and Addiction (CCSA) changes lives by bringing people and knowledge together to reduce the harms of alcohol and other drugs on society. We partner with public, private and non-governmental organizations (NGOs) to improve the health and safety of Canadians. A non-governmental organization (NGO) with a national focus, CCSA's vision is for a healthier Canadian society where evidence transforms approaches to substance use.

Reporting to the Associate Director, Research and Policy, the Research & Policy Analyst (RPA) is a subject matter expert who conducts research and responds to research requests (both internal to CCSA and external), and provides research-based policy analysis relevant to CCSA's priorities. The RPA may represent CCSA on various expert committees and working groups and provide advice on research initiatives and their impact on public policy. The RPA works in collaboration with CCSA's external facing divisions to communicate key messages and aid in the knowledge mobilization of research findings.

### Responsibilities

- Facilitates and initiates national research initiatives in addiction
- Collaborates with researchers within CCSA and with those of other agencies to determine the nature and scope of studies required
- Contributes to the strategic development of CCSA's research program
- Plans and conducts research studies on specific aspects of substance use and addiction relevant to the organization's strategic directions and priorities
- Performs internal quality peer reviews of research proposals, analyses, results and reports
- Implements processes to help CCSA identify and promote important emerging areas of research
- Contributes to research grant proposals to gain additional research funding for CCSA
- Represents CCSA on expert committees and working groups and liaises with external scientific and clinical advisors
- Provides functional advice to other RPAs in conducting specific studies
- Determines the appropriate research methodologies, analytical techniques, designs, models, scope, timelines and costs of research projects
- Determines data or information requirements and negotiates agreements with other organizations or government bodies to obtain data
- Prepares ethics applications for review by Research Ethics Boards
- Gathers information and performs appropriate quantitative and qualitative analyses.
- Conducts or identifies existing research knowledge syntheses to inform policy and practice



- Prepares reports with conclusions and recommendations or proposals for further study
- Reviews research proposals from other analysts and kindred agencies
- Responds to requests for information and advice from other research analysts
- Conducts media interviews, webinars and workshops, and obtains and provides expert opinions on relevant issues
- Publishes in peer-reviewed and non-peer reviewed journals
- Presents finding of research at conferences, workshops and symposia
- Conducts research-based policy analyses on topical matters related to substance use
- Incorporates new and emerging research knowledge into policy position papers
- Conducts impact analyses of new research directions vis-à-vis existing policies and practices in the addiction field

### Qualifications

- Masters or Ph.D. in an addiction-related field or post-doctoral training in an addiction-related field
- 3-5 years' research experience in the social sciences, population health, epidemiology, psychology or clinical sciences related to the addiction field
- Experience working with SAS and/or SPSS
- Fully developed analytical and reasoning skills
- Ability to understand, express and apply complex quantitative and/or qualitative analyses, concepts, methods and procedures
- Ability to perform knowledge syntheses and critically appraise and evaluate research.
- Strong knowledge base of the addiction literature
- Strong written and oral communications skills
- Evidence of peer-reviewed publications and presentations at conferences
- Experience effectively liaising with local, national and international stakeholders from various sectors
- Strong time management skills
- Ability to work independently

### Assets

- Research background and experience related to prescription drug use and abuse, and substance use among older adults,
- Experience in preparing successful grant proposals and reviewing grant proposals, particularly with federal research granting bodies (e.g., CIHR, SSHRC and federal departments and agencies such as Health Canada and Public Safety Canada)
- Experience analyzing public policy and determining the implications of new research knowledge for application by policy makers
- Experience with research project management, including budget management
- Experience mentoring researchers
- Bilingualism (French/English)

Consideration of candidates will begin immediately and will continue until the position is filled. Interested candidates should submit a résumé and covering letter by email to [hr@ccsa.ca](mailto:hr@ccsa.ca). We thank all respondents; however, only those candidates selected for an interview will be contacted.



Canadian Centre  
on Substance Use  
and Addiction

CCSA was created by Parliament to provide national leadership to address substance use in Canada. A trusted counsel, we provide national guidance to decision makers by harnessing the power of research, curating knowledge and bringing together diverse perspectives.

CCSA activities and products are made possible through a financial contribution from Health Canada. The views of CCSA do not necessarily represent the views of the Government of Canada.