



**Canadian
Observatory on
Homelessness**
homelesshub.ca

Job Title: Lead Researcher, Canadian Observatory on Homelessness

Type of Position: Contract – 1 year with possibility of renewal

Salary Range: \$65,000-\$70,000

Closing Date: April 16, 2017

1. BASIC FUNCTIONS

The Canadian Observatory on Homelessness (COH), centered at York University, is a non-profit, non-partisan research institute that is committed to conducting and mobilizing research so as to contribute to real and sustainable solutions to homelessness.

The Lead Researcher (LR) for the COH's Youth Homelessness Social Innovation Lab (YHSIL) is responsible for the oversight and coordination of all research activities and outputs, including planning and organizing data collection and analysis. Specific areas of responsibility include organizational leadership and development, methodological development and implementation, as well as administrative oversight.

The Lead Researcher works closely with the Directors of the COH and Youth Homelessness Social Innovation Lab, the COH Council, the project team, staff, regional and national partner organizations, government representatives and bureaucrats, as well as people with lived experience of homelessness.

2. MAJOR DUTIES

A. OPERATIONAL PLANNING AND LEADERSHIP

1. Develop, with the Directors, the methodological plan to guide the research activities of the YHSIL.
2. Draft and prepare procedures to implement the methodological plan.
3. Keep abreast of existing research on evaluation, youth homelessness, Housing First and HF4Y, social innovation, social impact, etc.
4. Act as an advisor to the Directors on all aspects of the research and evaluation plans.
5. Take on a strong leadership role within the YHSIL team, contributing to the building of a cohesive and motivated team that works in an environment that is flexible, adaptable and open to continuous change.
6. Act as a spokesperson, as appropriate, for the COH and YHSIL and enhance their national and international reputation and profile.

B. PROJECT DEVELOPMENT AND MANAGEMENT

1. Monitor the day-to-day YHSIL research activities to maintain or improve quality.
2. Provide advice, assistance and direction to the demonstration sites through regular contact with the site leads.
3. Supervise the operational and methodological development and management of the YHSIL research activities.
4. Initiate, develop and maintain effective consultative and collaborative relationships and partnerships with internal and external stakeholders.
5. Facilitate meetings, including Executive Committee and other committee meetings and work with staff to prepare meeting materials.

C. DATA ANALYSIS AND REPORTING

1. Provide leadership in the development of quantitative and qualitative data analysis strategies.
2. Conduct quantitative and qualitative data analyses, when appropriate.
3. Provide advice, assistance and direction to the demonstration sites on quantitative and qualitative data analysis through regular contact with the site leads.
4. Provide leadership in the interpretation of the quantitative and qualitative results and in the presentation of results.
5. Assist in the development of technical reports, journal articles, and other necessary documents.

D. HUMAN RESOURCES PLANNING AND MANAGEMENT

1. Undertake day-to-day supervisory tasks, including approving work schedules, coordinate workflow, monitor progress and review completed work.
2. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.
3. Ensure that all staff under LR direction receive an orientation to the YHSIL project and that appropriate training is provided.
4. Coach and mentor staff as appropriate to improve performance.

Potential staff under LR's direction:

- Research Assistant
- Work study and undergraduate students
- Graduate Assistants
- Post Doctoral Fellows
- Demonstration Site Project Leads

E. COMMUNICATIONS AND PUBLIC LIAISON

1. Communicate with stakeholders to keep them informed of the research activities of the YHSIL and demonstration projects.
2. Establish good working relationships and collaborative arrangements with partners, funders, community groups, government representatives and other stakeholders to help achieve the goals of the YHSIL and demonstration projects.
3. Serve as the primary contact/resource for the research activities of the YHSIL and demonstration projects.

F. KNOWLEDGE MOBILIZATION

1. Distill research findings into plain language documents that are easily accessible to a non-academic audience.
2. Prepare content for publication, including researching, writing, editing, reports, toolkits, case studies, executive summaries, policy and media relations documents, etc.

G. OTHER RESPONSIBILITIES AS DELEGATED BY THE DIRECTOR

1. Carry out other responsibilities as assigned by and agreed with the Directors of the COH and YHSIL.

3. QUALIFICATIONS

A. EDUCATIONAL REQUIREMENTS

Graduate degree required. Ph.D. an asset.

B. EXPERIENCE REQUIREMENTS

3+ years of recent related experience, preferably in an academic or NGO environment. This includes experience with research project development, project management, data collection, data analysis, data interpretation, and knowledge mobilization. Candidates with strong quantitative skills and familiarity with qualitative methodologies are preferred. Candidates should also be familiar with homelessness and social justice issues.

C. SKILLS AND COMPETENCIES

1. Knowledge of leadership and management principles as they relate to non-profit organizations.
2. Strong skills in quantitative data methodology and analysis, including knowledge of univariate and multivariate statistics. Significant experience working with relevant software (e.g., SPSS) and large data sets. The completion of several graduate-level courses on statistics.
3. Familiarity with qualitative data methodology and analysis, including working with relevant software (e.g., NVivo).
4. Knowledge of homelessness and social justice issues, particularly Housing First.
5. A record of publishing in peer-reviewed journals.
6. Excellent oral and written communication skills; excellent organizational, planning, coordination and analytical skills.
7. Excellent teamwork skills and ability to manage internal and external teams.

The Lead Researcher should demonstrate competence in the following areas:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the COH.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the COH.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Stakeholder Needs:** Anticipate, understand, and respond to the needs of internal and external stakeholders to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the COH.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the COH.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the COH forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the COH.

4. APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please ensure that “Lead Researcher” is quoted in the email subject line. Submit applications to thehub@edu.yorku.ca.

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.