



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE RESEARCH OFFICER	2. DIVISION HEAD OFFICE	3. DEPARTMENT PUBLIC HEALTH OBSERVATORY
4. ORGANISATIONAL RELATIONSHIP The Research Officer will report to the Epidemiologist (Non-medical) or immediate supervisor.		5. NATURE & SCOPE The Research Officer is responsible for strengthening the research, health planning and policy formulation capacity of the Eastern Regional Health Authority. He/She will also foster/develop the research environment within the Eastern Regional Health Authority.
6. SPECIFIC ACCOUNTABILITIES The Research Officer: <ul style="list-style-type: none"> <input type="checkbox"/> Collects, analyzes and interprets data on trends from internal units and external agencies for input into the Authority's strategic and business planning processes. <input type="checkbox"/> Ensures the maintenance of the various systems for the capture and safekeeping of research records, population numbers and health data. <input type="checkbox"/> Coordinates and supervises the work of a group of subordinates engaged on the compilation, collation and presentation of research data. <input type="checkbox"/> Prepares various weekly, monthly and quarterly reports required by internal and external stakeholders. <input type="checkbox"/> Coordinates and prepare data and situational analysis for the annual Business Plan. <input type="checkbox"/> Assists in compiling Strategic Plans for all departments, reviewing its implementation and follow up of strategic objectives. <input type="checkbox"/> Plans, organizes and conducts surveys into matters pertinent to the operations, functions or problems of the Authority. <input type="checkbox"/> Performs in-depth investigations into particular areas, to establish trends, changes in trends or as a means of problem solving. <input type="checkbox"/> Compiles health profiles at the Regional and Community level. <input type="checkbox"/> Collaborates in the presentation of data, in accordance with acceptable statistical techniques. <input type="checkbox"/> Conducts data analysis and reporting of internal surveys. <input type="checkbox"/> Assists in conceptualizing and preparing various management reports. <input type="checkbox"/> Participates in health research activities and delivers oral presentation of research evidence. <input type="checkbox"/> Fosters alignment in collaboration with other internal units to assist in planning, monitoring and evaluation of services and to plan for future demands of those departments. <input type="checkbox"/> Serves on planning/steering committees and any other committee as directed. <input type="checkbox"/> Performs any other related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Considerable knowledge of the principles, techniques and practices of research and investigative methodology. <input type="checkbox"/> Knowledge of health sector reform. <input type="checkbox"/> Ability to compile, collate and present research data in a useful form. <input type="checkbox"/> Ability to analyze and evaluate problems objectively. <input type="checkbox"/> Ability to organize and support the operations of a research unit. <input type="checkbox"/> Ability to express ideas clearly and concisely and to prepare reports containing descriptive analytical and evaluative content. <input type="checkbox"/> Ability to establish and maintain effective working relationship with other employees and the public. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Training as evidenced by a Bachelor's Degree in Economics, Statistics or any of the Social Sciences. <input type="checkbox"/> At least two (2) years experience in a similar job position. <input type="checkbox"/> Experience in Strategic Planning and the application of planning tools. <input type="checkbox"/> Training and experience in the use of computer research applications. <input type="checkbox"/> Good knowledge in the use of Microsoft Office Suite 		

- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Research Assistant
- On the Job Trainees
- Student Interns

10. COMMUNICATION AND WORKING RELATIONSHIPS

Internal:

- Epidemiologist (Non-Medical)
- Statistician II
- Chief Executive Officer
- Manager-Information Systems/Information Technology
- General Manager-Quality and Risk Management
- Primary Care Nurse Manager
- Medical Records Officer
- Medical Records Assistant
- Wellness Centre Coordinator
- Surveillance Unit
- Medical Officers I
- Primary Care Physicians II
- Other Heads of Department

External:

- Ministry of Health
- Ministry of Social Development
- Ministry of Planning and Development, Central Statistical Office
- Pan American Health Organization/World Health Organization
- Evidence based Policy Network
- Caribbean Health Research Council