

PLEI Sectoral Planning Research Coordinator

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

To conduct research in the areas of public legal education and access to justice, and to coordinate research and personnel activities of a large community-based research project. Major responsibilities include: Overseeing communications with a wide-range of research participants throughout the province; leading and participating in focus groups and research interviews; coordinating the activities of the five-person research team as well as the major external research partner organization; writing reports; conducting traditional desk-based research such as literature reviews and problem analyses; manages day-to-day financial budgets and reporting.

Organizational Status

This position will be one of two full-time positions devoted to the Public Legal Education and Information ("PLEI") Sectoral Planning Project, led by Dr. Catherine Dauvergne and sponsored by the Law Foundation of BC and the Ministry of the Attorney General of BC. The Sectoral Planning Project has tight timelines and a significant public and sectoral engagement role across the province. The Research Coordinator will need excellent communication skills to work with project sponsors, project research partners, student Research Assistants, and research participant organizations and individuals. Reporting into the Academic Lead for the project, Dr. Catherine Dauvergne, the Research Coordinator take day-to-day direction from the PLEI Director but will be formally supervised and managed by the Academic Lead. The Research Coordinator will supervise student Research Assistants hired to work on the project. The nature of the work requires independent action and judgement.

Work Performed

- Lead communications with all participants in community-based research across the province, including professionals in the public legal education sector, and members of the public who use of the public legal education and information resources.
- Assist in designing, organizing and implementing all research focus groups and research interviews, ensuring that they capture and meet the PLEI Sectoral Planning Project's core objectives.
- Conduct research interviews independently with PLEI professionals (in British Columbia and elsewhere in Canada or outside Canada) and with members of the public.
- Coordinate the work of the UBC research team (up to five members) as well as the work this team conducts with its principal research partner, the SFU Centre for Dialogue, with external research contractors, and with the project sponsors (The Law Foundation of BC and the Ministry of the Attorney General for BC).
- Conduct a thorough and detailed analysis of final research findings.
- Write detailed reports summarizing and analyzing research findings.

- Conduct and write literature reviews.
- Prepare and apply expense policies for research participants.
- Responsible for day-to-day financial tasks such as compiling expense reports for all project-related activities.
- Consequence of Error/Judgement

This position has a direct impact on the reputation of the Peter A. Allard School of Law and its research projects, as well as on the success of the PLEI project. Initiative and sound judgment can enhance the reputation and impact of the Law School and improve its ability to implement strategic goals. Poor decisions can negatively affect the reputation of Allard School of Law. Communication with a wide-range of diversely situated project participants requires tact, discretion, and judgement. Poor decisions could adversely affect the strategic plan, fundraising opportunities, and reputation of the Allard School of Law.

Supervision Received

Day-to-day supervision from the Director – PLEI Sectoral Planning. Considerable independence in setting priorities and managing workload.

Supervision Given

Responsible for recruiting and directing student research assistants for the project, and for liaising with externally contracted researchers engaged by the project.

Minimum Qualifications

Completion of a university degree in a relevant discipline or technical program and a minimum four years of related experience or an equivalent combination of education and experience. Some positions may require a graduate degree.

Willingness to respect diverse perspectives, including perspectives in conflict with one's own- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion.

Preferred Qualifications

A graduate degree or law degree.

Excellent written and oral communication skills.

Training and experience in qualitative research methods.

Prior experience as a research assistant or researcher in a university setting, or an equivalent combination of training and work experience.

Experience managing calendars and scheduling.

Understanding of the access to justice context in the Canada and British Columbia.

Knowledge of Public Legal Education and Information sector in British Columbia or elsewhere.

Experience with report writing in a professional setting.

Experience with financial reports and expense management.

Ability to exercise tact, discretion and judgement.

Superlative understanding of principles of confidentiality