

GAYLORD BUSINESS CORRIDOR TIGER GRANT

JOB TITLE: Research Director

DEPARTMENT: Research Division

REPORTS TO: Gaylord City Manager

APPROXIMATE STARTING SALARY: \$125/hour (Consultant Fee)

Position Summary

The Research Director will have a leadership role, providing inspiring scientific leadership and creatively tackling the challenges facing traffic safety and increase transportation awareness in the community by applying innovative thought and processes. Working in conjunction with the GBC TIGER Grant staff and other transportation professionals, develop the scientific vision and the strategy for its delivery ensuring that the grant is positioned as a leader in the area of knowledge, information and data sharing. The Research Director will establish appropriate community outreach and safety research partnerships in order to promote the scientific objectives of the grant program.

Duties and Responsibilities

The Research Director is responsible for managing a 4-year federally funded transportation grant that is intended to strengthen safety, improve public awareness, facilitate research and planning capacity to build a culture of evidence-based research in Northern Michigan. This position reports to the City Manger and will entail working closely with Task Force board members and managing a team of consultants. Responsibilities include, but are not limited to:

- ❖ Liaise with the TIGER Grant staff to establish and agree on an educational and outreach course of action by assessing opportunities from, and the impact of, data and information gathered as a result of project activities
- ❖ Direct scientific research and develop a plan of work in pursuit of grant objectives
- ❖ Develop, implement and monitor the scientific plans, programs and projects to meet the overall strategic objectives and timing of multiple research and construction projects
- ❖ Train and manage the research team, fostering a team-based culture, ensuring positive interactions with other teams, external collaborators and the community
- ❖ Accountable for the representation and promotion of the scientific interests of the grant through the publication of papers, the giving of scientific presentations and by encouraging and identifying opportunities for the GBC TIGER grant staff to do the same
- ❖ Facilitate links with professional and regulatory bodies and commercial organizations

- ❖ Participate in and coordinate the activities of the GBC TIGER Grant to external consortia and expert groups in support of the objectives of the project
- ❖ Promote collaboration and knowledge sharing at every opportunity
- ❖ Ensure effective internal communications
- ❖ Accountable for the effective financial management of the research team
- ❖ Provide monthly information to enable the creation of financial results and forecasts for the research team
- ❖ Establish and maintain appropriate staffing of the research team to ensure that projects are delivered on time, on budget and to the agreed quality standard
- ❖ Manage appropriate personal development appraisal and performance management reviews for all research staff
- ❖ Research trends, studies, messages, and resources related to transportation education and outreach, research, planning, assessment, and evidence-based decision making
- ❖ Knowledge of current principles and procedures of research planning, design, methodology, and analysis; principles, theories, techniques and methods of inferential, descriptive and modeling statistics; computerized information systems used in research such as statistical analysis, word processing, database development and management, spreadsheets, graphics, and telecommunications
- ❖ Experience in federal regulatory compliance and auditing procedures
- ❖ Experience managing projects with multiple team members
- ❖ Excellent interpersonal, oral, and writing communication skills
- ❖ Ability to exercise critical judgment and creativity
- ❖ Personal characteristics that ensure effective working relationships with the community, staff, local, state and federal agencies
- ❖ Ability to work independently with little direction, including establishing priorities for, planning, and organizing a variety of work assignments
- ❖ Proficient with technology that facilitates remote work structures including conference call services, online meeting software, email, and web-based tools for communications and time tracking
- ❖ Serve as a contact person for research and planning-related questions and requests
- ❖ Develop, implement and coordinate a public safety survey research program
- ❖ Develop and disseminate key messages for traffic safety through community outreach
- ❖ Strategic fiscal and program management
- ❖ Conduct research and assessment projects
- ❖ Perform other duties as assigned or required

Education and Training

Masters degree in public health, epidemiology, statistics, business, economics, research, or other related field, or the equivalent; five years of experience in conducting research, analyzing data, and presenting findings, proficient in Microsoft Word, Excel, PowerPoint and the Internet required, ability to handle multiple priorities and meet deadlines, strong organizational, interpersonal, and communication skills necessary, must be able to work independently. Flexibility in work schedule is required.