



# *Conference for Food Protection*

## **RESEARCH PROJECT LEADER**

### **Position Description**

The Conference for Food Protection (CFP) is collaborating with the National Association of County and City Health Officials (NACCHO) on a two-year research project designed to further the capacity of state, local, tribal and territorial (SLTT) food regulatory agencies to improve retail food safety and reduce foodborne illness across the United States. To support this project CFP is seeking to hire a Research Project Leader to join our team. This is a grant funded full-time position and the successful candidate will work from home but must be able to travel to meetings as needed to complete the project.

The CFP brings together representatives from the food industry, government, academia, and consumer organizations to identify and address emerging problems of food safety and to formulate recommendations. The CFP seeks to balance the interests of regulatory and industry while providing an open forum for the consideration of ideas from any source. Though the CFP has no formal regulatory authority, it is a powerful organization that profoundly influences model laws and regulations among all government agencies and minimizes disparate interpretations and implementation. As a 501(c)(3) nonprofit organization, through grant and membership support, the CFP works with federal partners such as the CDC, FDA, and USDA on critical and diverse issues related to retail food safety.

#### **A. PRIMARY ROLE**

The Research Project Leader independently coordinates research/service studies as determined by grant requirements. The Leader contributes to the strategic direction of assigned projects and oversees the activities of subordinate research project staff. The Research Project Leader serves as the primary source of information regarding project status and effectively communicates with project personnel, clients, investigators, funding agencies, and research regulatory agencies as necessary to ensure project stays on schedule, on budget, complies with institutional policies, and meets other required specifications. The Research Project Leader conducts project management activities, including organizing meetings and developing timelines, operational protocols, financial reports, and participant databases. The project leader recruits study participants and collects data and information using personal interviews and focus groups. The Project Leader will assist the research and analysis staff at the National Association of City and County Health Officials to analyze data. The Project Leader will manage tasks of research project support staff including contributing to hiring process, training, and motivating to achieve required results. The Research Project Leader represents the CFP, the National Association of County and City Health Officials (NACCHO), and the Retail Food Safety Regulatory Association Collaborative (Collaborative) at state, regional, or national meetings including facilitation of meetings and presentations/trainings/workshops to state, regional, or national groups.

#### **B. PRIMARY JOB DUTIES AND RESPONSIBILITIES**

Conducts research project management activities: (1) develops and manages research project strategies and timelines as presented in project proposal; (2) communicates project updates

and required tasks to project personnel; and (3) organizes meetings among project personnel, study participants, and other stakeholders, including distributing announcements, note-taking, and providing follow-up guidance.

Conducts data collection, study activities, and data analysis: (1) recruit participants; (2) designs study activities and collects data; (3) secures, manages, and analyzes data using qualitative research methods.

Assists in drafting and managing dissemination of study output, including progress reports, professional presentations, posters, abstracts, technical reports, journal articles, and funding proposals. Delivers professional presentations.

Coordinates research project support staff and program project leader tasks.

Performs other related duties incidental to the work described herein.

#### C. MINIMUM QUALIFICATIONS

- Bachelor's degree (Master's degree preferred) in a field related to the work to be performed during the research project
- Takes a proactive approach to problem-solving with strong decision-making skills
- Possess professional level verbal and written communications skills
- Possess strong analytical, interpersonal, and written and oral communication skills
- Must be:
  - Able to work independently and as part of a team
  - Well-organized, flexible, and able to multi-task
  - A self-starter, requiring minimal direction for completing assignments
  - A proficient user of Microsoft Office Suite
  - Able to travel 4-6 times per year to project related meetings
  - Friendly, pleasant, and possess excellent office etiquette
  - Able to organize daily and long-term workloads by priorities
  - Able to meet deadlines in a fast-paced quickly changing environment

#### D. LEVEL OF DECISION MAKING

Independently completes assignments in a quality and timely manner with minimal errors. Recommends solutions to improve processes and project outcomes often involving multiple complexities and multiple entities. Independently processes information and makes decisions based on good understanding of results expected with minimal errors. Seeks input and feedback from team members to improve individual work activities, team activities, and the strategic direction of the project(s). Seeks feedback from internal and external stakeholders as necessary to ensure continued long term mutually beneficial partnerships. Independently manages the short term against the long-term priorities of assigned projects.

#### E. SCOPE AND IMPACT

This position coordinates activities of various internal project stakeholders, including research project support staff, clerical support staff, CFP Chair and Vice-Chair, and CFP Executive Board. This position coordinates communication with external project stakeholders, including study sponsors, grants management staff, and NACCHO staff.

This position is supported by grant funding, therefore continued employment is contingent upon maintaining the current level of support.

#### F. DIRECTION PROVIDED TO OTHERS

Provide direction and support to research project support staff members and partners on day-to-day tasks and long-term project aims. May have a lead role in guiding and training research project support staff.

#### G. PHYSICAL REQUIREMENTS

Sedentary work, sitting for long periods of time, eye strain from extensive computer usage, talking, effective listening, and ability to conduct presentations.

#### H. COMPENSATION

The salary for the full-time Research Project Leader is up to \$75,000 per year depending on experience. Funding for the first year of the project is guaranteed. Funding for the position in year two is dependent on receiving funding from FDA for the second year of the project.

The Research Project Leader will render services associated with the position as an independent contractor. The individual hired for the position shall be responsible for the payment of any self-employment, income, and/or other taxes arising from performance of these services.

#### I. SUPPLEMENTAL INFORMATION

A copy of the Project Research Proposal has been placed on the CFP website. You can use the following link to access the document –

<http://www.foodprotect.org/cfp-naccho-research-project/>