

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time opportunity as a **Project Lead (Competition #6.18)** exists in Women's Xchange, Women's College Research Institute reporting to the Dr. Robin Mason and Dr. Paula Rochon.

Women's Xchange is a women's health research knowledge translation and exchange centre based at Women's College Hospital in Toronto. The goal of Women's Xchange is to advance a gender-sensitive approach to improve the health and quality of life for women and all Ontarians. The centre's activities focus on three domains: building the capacity of women's health researchers, enhancing research in the community, and supporting the uptake of women's health research findings across Ontario. The centre values both traditional and community based research and supports the integration of a sex and gender lens in all research.

The Project Lead oversees all aspects of Women's Xchange, coordinating and facilitating the planning, development, and execution of activities associated with each of the three core domains, as well as serving as the primary operational contact for the initiative and providing functional supervision for any staff on the project. We are looking for an energetic, creative, and collaborative professional to join our dynamic team.

Summary of Duties, but not limited to:

Project Management

- Support and facilitate all components of Women's Xchange including:
 - academic scholarship development
 - community engaged research activities
 - knowledge translation activities
- Contribute to the development of ideas; manage timelines, reports and deliverables.
- Responsible for implementation of activities related to core components
- Manage semi-annual \$15K Challenge grant program, including intake and organization of applications, grant review committees, and disbursement of funds
- Enhance relationships among existing stakeholders; develop new partnerships
- Plan and execute semi-annual events
- Handle administrative tasks for program

Research Consultation and Support

- Provide research consultations related to community based research methods, Research Ethics Boards, and knowledge translation for applicants to the 15K Challenge
- Provide research support to academic researchers as part of the Women's Xchange Sex and Gender Research Support Service

Communications

- Work with the Women's Xchange team on the development and execution of communication and advertising strategies
- Create project documents and correspondence including monthly, quarterly and annual reports
- Manage the Women's Xchange website and social media accounts

EMPLOYMENT OPPORTUNITY

- Act as first point of contact for Women's Xchange inquiries
- Represent Women's Xchange at meetings, conferences, workshops and presentations
- Seek opportunities to raise the profile of Women's Xchange to external audiences

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Master's degree in healthcare related field
- Demonstrated proficiency in project management; at least two years of related job experience in a health research environment
- Knowledge of and sensitivity to community-based research processes
- Proficient in sex and/or gender issues as they relate to health
- Well-versed in the conduct and critique of qualitative and quantitative health services research studies; ability to carry out literature reviews, suggest methodological and analytical modifications, and give tailored knowledge translation plans
- Familiarity with knowledge translation (KT) theories, practice, and implementation
- Ability to work effectively both in a team environment and independently
- Creative problem solver with ability to think outside the box
- Ability to meet tight and fluid deadlines, and willingness to be flexible with competing external priorities of funders/organization
- Strong oral and written communication skills; experience giving oral presentations and preparing written documents
- Highly organized; able to juggle multiple distinct projects with overlapping deadlines
- Familiarity and high level of comfort using WordPress, Campaigner, Google Analytics, Twitter, Eventbrite, Fluid Surveys, etc.
- Advanced knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Good work and attendance record required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: January 18, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.