

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 **Temporary Full-Time** (approximately 11 months) as a **Research Manager (Competition #92.18)** exists in Women's College Research Institute reporting to Scientist Dr Noah Ivers.

Dr Ivers' research focus is on developing approaches to improve quality of care by implementing patient-centred and evidence-based care, especially in primary and community care settings. It focuses on the use of data to drive decision making in healthcare, as well as the design of systems that improve interactions between doctors and patients.

This position ensures the efficient day-to-day operation of all research activities for Dr Ivers' research portfolio, including oversight for all operational aspects of his existing research projects and assistance with project and team development as well as grant applications. This includes identifying and managing deadlines for various aspects of the projects and identifying barriers or risks for project completion and developing solutions to ensure successful outcomes. This position manages relationships with a number of WCH research and administrative staff, large teams of internal and external co-investigators, partners, knowledge-user stakeholders, and funders. The position requires collaborative problem-solving, flexibility, and strong communication skills.

Summary of Duties, but not limited to:

Financial and Human Resources Management Responsibilities

- Maintains financial records for projects, monitors spending against budget, completes projections, and works to ensure the financial sustainability of Dr Ivers' research portfolio
- Adjusts project budgets and spending priorities; submitting changes to funders for approval where required
- Works with Research Grants Coordinator to set up new cost centres
- Works with the Finance department to ensure full and timely billing and payments for project expenditures
- Works with relevant departments to develop and establish research contracts and agreements with various external agencies and institutions
- Plans and coordinates the staffing of research studies including the recruitment and administration of research support staff
- Supervises Dr Ivers' research coordinators, research assistants, and research volunteers
- Supports Dr Ivers' students and ensures their operational integration within the organization

Research Responsibilities:

- Acts as the primary operational liaison for external co-investigators, partners, and knowledge-user stakeholders working with the unit
- Manages the day-to-day activities of research staff working on the various projects and performs aspects of research projects (controlled documentation development, manuscript review, etc.) as required
- Supports the generation, ethics approval, conduct, and analysis of various data collection tools (patient surveys, data collection forms, interview guides, etc.) for several projects
- Oversees the submission of ethics applications both internally as well as submissions to external organizations and tracks ethics approvals
- Responsible for oversight of all project research databases and records
- Establishes operating procedures for various research studies

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- Plans and coordinates the initiation of research study protocols
- Develops and oversees event planning and travel for research staff and external co-investigators, including all budgetary and financial aspects
- Acts as a liaison between Dr Ivers' team and the WCH Institute for Health System Solutions and Virtual Care (WIHV)
- Monitors the progression of WIHV Trials activities and provides updates to WIHV management team, flagging issues for support where necessary
- Explores new solutions for funding, awards, and bursaries to expand the team's research portfolio

Applications and Report Writing Responsibilities:

- Generates progress and summary reports for the Principal Investigators and funders
- Generates financial reports for the Principal Investigators and funders with the assistance of the Research Financial Analyst
- Collaborates with team members to write and edit presentations, reports, budgets, proposals, and publications
- Provides guidance and operational support to projects
- Assists with project development and grant applications

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 with a focus on Health Administration, Business Administration, Public Health, Health Science, Social Sciences, Health & Research Communications, and/or other related field
- 5 years of progressively responsible and related experience in a research or academic environment
- 5 years of health research experience
- Certification or working towards a CCRP designation in clinical research or a PMP designation in project management preferred
- Five years of work experience in a leadership role preferred
- Competency with MS Office (Word, Excel, Outlook, etc.)
- Knowledge of planning and management processes for research, ideally with first-hand knowledge of health services research (experience with the research ethics approval process, federal granting agency guidelines, etc.)
- Experience with preparation of relevant materials, such as manuscripts, grant submissions, study proposals, and research ethics board applications
- Outstanding interpersonal, verbal, and written communication skills are essential
- Demonstrated ability to work effectively with a wide variety of people at different levels
- Ability to take initiative and lead a diverse group of individuals
- Ability to work independently with a high degree of initiative, discretion and tact
- Strong time management skills as well as experience prioritizing and working in a dynamic environment
- 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

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POSTING DATE: Tuesday April 17, 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.