

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 **Grants Development Specialist (Competition #194.19)** exists in Research Operations reporting to the Manager, Research Grants.

The Grants Development Specialist is a dedicated support role with a mandate to sustain and grow the research grants portfolio at Women's College Hospital. The Grants Development Specialist works with a great deal of independence, and maintains a leadership role on a number of portfolios. In their role, the Specialist works one-on-one and in teams with hospital and university researchers, research staff teams, and agency funding officers to ensure that applications being administered at WCH are compliant and of the highest possible quality.

Summary of Duties, but not limited to:

- Coordinating the pre-award application cycle of research grants
- Providing comprehensive editorial and development support on grant applications
- Providing strategic, educational, and communications support on current and future funding opportunities; and tracking, analyzing, and reporting on applications data
- Responsible for developing and supporting the execution of support strategies and project plans for major institutional grant initiatives
- Serves as a key liaison with funding agencies regarding policies and procedures and communicates these requirements to researchers (including eligibility, financial, and partnership policies)
- Ensures that WCH policies and risk ceilings are followed during the development and submission of all research grant activity
- Liaises (respectively) with WCH Strategic Communications and WCH Foundation to disseminate funding opportunities and facilitate the inclusion of donor funding into research 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:

- Undergraduate degree in a related field required
- Minimum three years' experience in a pre-awards grants role or a grant development role is essential
- Experience working with national and international granting agencies including the Tri-Agencies, Canada Foundation for Innovation, Canada Research Chairs Secretariat, and National Institutes of Health
- Experience in grants-related budget development
- Knowledge of the current federal and provincial research funding environment
- Demonstrates excellent interpersonal, verbal, and written communication skills
- Excellent organizational and administrative skills with attention to detail
- 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

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- Innovative and willing to learn
- Proficiency in Microsoft Office including Outlook, Word, Excel, and PowerPoint
- Experience with Adobe Acrobat
- Experience working in a research office or research operations environment are required.
- Good work and attendance record required
- Demonstrated WCH vision mission and values
- 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: July 4, 2019

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 Indigenous 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.