

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 **Research Lead (Competition #66.19)** exists in the Women's College Research Institute reporting to the Dr. Paula Rochon. The successful candidate for this role will provide strategic direction, oversee, and participate in a number of aging, women's health, and health services research projects. This may include: observational studies (e.g. retrospective chart reviews or surveys, administrative database analysis, prospective cohort studies, registries), and systematic literature reviews.

We are seeking candidates who have a demonstrated track record of conducting and overseeing epidemiological and health services research projects and are looking for an opportunity that allows them to grow their research and leadership potential within a collaborative, multidisciplinary research environment.

Summary of Duties, but not limited to:

- 1. Develop, plan, implement, and manage studies in collaboration with the PI. These activities may include:**
 - Leading and/or assisting in grant submissions including writing, budget preparation, preparation of appendices;
 - Completing literature searches and/or reviews and research ethics applications;
 - Leading and/or assisting in producing accurate and timely data/reports including data interpretation and presentation;
 - Developing focused action plans for projects in relation to overall goals and objectives, including metrics;
 - Developing detailed work plans, monitoring timelines and deliverables to provide day-to-day management of projects;
 - Managing project budgets and allocating funds in collaboration with the PI;
 - Providing research and management expertise to the PI, team members and collaborators;
 - Staying current regarding new developments in the field of research and health services across Canada, particularly in Ontario.
- 2. Support and facilitate all components of the research program**
 - Draft and edit manuscripts and knowledge translation materials for publication and distribution (e.g., video, webinar, infographics), and edit as required based on research team and advisory group input;
 - Summarize project results and research outputs of the team;
 - Provide guidance and mentorship to other faculty and trainees as required.
- 3. Enhance relationships among existing stakeholders and liaise to develop new partnerships**
 - Identify and pursue partnership opportunities with external stakeholders both within and beyond the health sector.
- 4. Plan and coordinate meetings of program or project teams, prepare meeting agendas and background material; produce and distribute minutes**

5. Provide research and methodological support and advice

- Consult on and provide support regarding study design and methodologic decisions;
- Lead and/or assist in dataset creation and analytic plans;
- Provide support for data analyses and interprets results.

6. Communications

- Create project documents and correspondence including monthly, quarterly and annual reports
- Seek opportunities to raise the profile of the team's research
- Finalize written and graphic materials and create dissemination and knowledge translation plans.
- Facilitate the uptake of knowledge by local decision-makers across Ontario through the creation of presentations and education sessions.
- Write reports (technical reports/working papers/publications/web-based summaries), abstracts, poster presentations, peer-reviewed publications and other relevant deliverables, in collaboration with the PI.
- Interface with internal and external stakeholders in support of the project such as expert panels, committees and team meetings.

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 or PhD degree in healthcare related field.
- Expertise in Epidemiology and Health Services Research.
- Minimum of four (4) years of relevant project management experience including experience working with multi-disciplinary teams.
- Demonstrated proficiency in project management.
- Well-versed in design and conduct health services research studies; ability to carry out literature reviews, suggest methodological and analytical modifications, and give tailored knowledge translation plans.
- Experience with writing and submitting peer-reviewed grant applications.
- Ability to work effectively both in a team environment and independently.
- Ability to meet tight and fluid deadlines.
- Strong analytical and problem solving skills.
- Strong verbal, interpersonal, and written communication skills are required.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Well-developed time management and organizational skills.
- Knowledge of applicable legislative, WCH and/or departmental policies and procedures
- 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

Date Posted: March 13, 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.