

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 opportunity as a **Project Lead – Strategy for Patient Oriented Research (SPOR) National Coordinating Office (Competition #237.17)** exists in the Women's College Hospital Institute for Health Systems Solutions & Virtual Care reporting to Onil Bhattacharyya.

Summary of Duties, but not limited to:

Program Management:

- Responsible for all operations and business functions of the Network Coordinating Office including finances, human resources, communications, and day-to-day office administration
- Prepare the Annual Report to the funder, the Canadian Institute for Health Research (CIHR) and Strategy for Patient Oriented Research (SPOR) Network and any other materials including marketing and media releases
- Provide leadership and direction to network managers to accomplish Primary Integrated Health Care Innovation (PIHCI) Network goals
- Coordinate meetings with other SPOR PIHCI Networks located in each of the provinces and Northwest Territories
- Provide leadership and direction about strategic planning, sustainability and infrastructure support for the Network Coordinating Office and PIHCI Network

Stakeholder Management:

- Convene and oversee working groups composed of network leads, managers and patients on key issues as designated by the Network Leadership Council
- Facilitate knowledge translation and exchange opportunities at a pan-Canadian level
- Represent the SPOR PIHCI Network at meetings as designated by the Co-Leads, such as with host institutions for the Network Coordinating office, and with other stakeholders (e.g., CIHR, Ministries of Health, universities, professional or patient societies)
- Represent the PIHCI network at national and international venues to facilitate ongoing and new collaborative project development and fund-raising with public and private sectors.
- Build relationships with internal and external stakeholders to advance the mission and vision of the SPOR Primary and Integrated Health Care Innovation Network

Evaluation and Key Performance Metrics:

- Assist PIHCIN in developing key performance measures and facilitate progress toward the goals and activities derived from the CIHR performance measurement regime
- Create and manage communications to facilitate cross-jurisdictional development, management and monitoring of research and Network activities across Canada

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.

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Qualifications/Skills:

- Several years' experience in a project management position with responsibility for complex revenue/expense budgeting
- Expertise in fund-raising from both public and private sectors
- Experience in team building and establishing collaborative relationships with stakeholders in both public and private sectors
- Experience developing communication strategy for internal and external stakeholders and across large, geographically spread groups
- Excellent communication skills (email, telephone, writing and oral presentations).
- Understanding of university-based research grant management and inter-institutional agreement development and execution
- Knowledge of the primary care sector, the policy context and provider organizations in Canada
- Excellent organizational management skills with experience in developing meeting agendas and materials to enable successful interactions and communication among diverse stakeholders as well as collaborators
- Meets deadlines for periodic reporting to both internal and external stakeholders.
- Good mediation skills and ability to develop practical solutions to challenges arising within the context of patient-orient research
- Experience with engagement approaches for patient groups and diverse populations including Indigenous, Francophone and Immigrant Canadians i.e. organizational models that support community and patient engagement
- Familiarity with ethical guidelines for research involving Indigenous populations and ability to support network operational procedures in sync with such guidelines
- Understanding of technologies to facilitate collaboration across disparate groups an asset.
- 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: December 6, 2017

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.