

Job Title:

RESEARCH ORGANIZATION OPERATIONS MANAGER

Job Type:

Non unionized

Directorate:

Lady Davis Institute – Canadian Venous Thromboembolism Research Network (CanVECTOR)

Department:

Centre of Excellence in Thrombosis and Anticoagulation Care (CETAC)

Job Status:

Full time (35 hours/week)

Work Shifts:

Day

Number of positions available:

1

Start Date:

IMMEDIATELY

CanVECTOR, the Canadian Venous Thromboembolism Research Network (CanVECTOR) is a pan-Canadian, patient-oriented, research network centred on venous thromboembolism (VTE) related research, training, and knowledge translation that was established in 2015.

The mission of CanVECTOR (www.canvector.ca) is to decrease the health, social and economic burden of VTE on affected individuals, their families, and on Canadians as a whole.

Led by Dr. Susan Kahn (McGill University) and Dr. Grégoire Le Gal (University of Ottawa), CanVECTOR's vision is to sustain and grow an enduring, pan-Canadian network of stakeholders, researchers, methodology experts, knowledge transfer experts, research trainees, clinical research professionals, industry partners, public agency partners, healthcare providers, and patient groups whose combined efforts to reduce VTE occurrence, improve VTE diagnosis and therapeutic management, improve the safety of anticoagulant delivery and enhance the quality of life of those impacted by VTE, both in Canada and globally.

POSITION SUMMARY:

The Montreal-based CanVECTOR Operations Manager will be responsible for the proper functioning of the administrative operations of CanVECTOR, which includes overseeing CanVECTOR's internal operations, planning network events including our annual conference, administrative support for the Network's platforms, budget planning and oversight, and communicating with new and existing funding partners. In addition, the Network Operations Manager at the JGH/LDI works in collaboration with the Clinical Research Manager and the Communications and Digital Media Manager who are based at the Ottawa Hospital Research Institute.

Main responsibilities include:

Project administration:

- Liaises with and provides administrative support for CanVECTOR's platforms
- Plans, manages and completes tasks on time, on budget, from initial concept and design through implementation and completion, in collaboration with associated CanVECTOR working groups
- Coordinates Trainee Award (fellowship, studentship) competitions and facilitates operations of the Trainee Council
- Responsible and accountable for budget planning and research accounts and verifies the expenditures of the research projects within his/her responsibility; alerts CanVECTOR's Directors to potential issues and ensures necessary corrective action is taken.
- Supervises the financial officer to ensure that agreements are in place with all sites where funds will be

transferred and provides assistance to resolve payment issues as required.

- Works collaboratively with CanVECTOR's platforms, collaborators, and partners (pharmaceutical, not-for-profit, charitable)
- Coordinates with Ottawa-based Clinical Research Manager and Communications and Digital Media Manager to minimize redundancies and to align strategies and actions across different projects

Data collection, analysis, and reporting:

- Maintains and evaluates project progress by maintaining timelines and other tracking/analysis tools
- Develops frameworks for project evaluation and monitoring, including performance indicator development and reporting
- Coordinates the refining of CanVECTOR's performance indicators with CanVECTOR's Directors and any necessary funding agencies
- Regularly collects data for assigned performance indicators
- Leads in creating annual reports of progress for CanVECTOR's members and External Advisory Board

Communication:

- Maintains effective communication through oral and written correspondence, ensuring adequate documentation
- With the Communications and Digital Media Manager, oversees communications materials including monthly e-mail briefs, newsletters, and other items
- Assists in developing digital media (website, Facebook, Twitter, Instagram) strategy and provides recommendations for content development
- Actively encourages cross-promotion of partner events through various communication channels

Event and Meeting Planning:

- Leads the planning of CanVECTOR's annual October conference (meeting of 100+ participants) in terms of logistics and organization; responsibilities include all duties related to venue selection, site visits, contract negotiation and overall event management (invitations, registration, organizing on-site logistics, selecting and hiring suppliers and vendors, ordering conference materials)
- Liaises with conference co-chairs and program planning committee to ensure conference content is in line with organizational goals and objectives, as well as venue space allocations
- Coordinates with Thrombosis Canada, our conference partner
- Assists in the development of the conference website (program, registration abstract submission) and conference app
- Plans the content, organization, and logistics of regular smaller-scale meetings: Scientific Steering Committee (3 per year) and External Advisory Board (2 per year)
- Plans and organizes the training curriculum in collaboration with the Trainee Council Chair and platform co-leads and coordinates virtual or in-person events (workshops and boot camps)

Qualifications include but are not limited to:

- Master's of Science in a health sciences, public health or related field or at minimum a Bachelors in Health sciences or related field
- 3 or more years of work experience in clinical research, where high level project management responsibilities were required including budget management
- Demonstrated leadership and negotiation skills, including conflict resolution skills and problem-solving
- Highly autonomous, effective self-starter with ability to multi-task, exercise initiative, and judgement
- High commitment to accuracy of data and must be highly organized and detail oriented
- Demonstrated excellent communication, organization, professionalism and interpersonal skills
- Excellent writing skills are essential to this position
- Excellent computer skills are required, including Word, Excel, PowerPoint
- Experience with online conference management platforms (web and app) is an asset
- Bilingual: French and English, both written and spoken

Qualified candidates interested in applying should submit their CV and a cover letter explaining why they are a good fit for this position to Lori Young at Lori.Young@ladydavis.ca

Only those applicants selected for an interview will be contacted.