

<b>Job title:</b>	Program & Fund Development Coordinator
<b>Departments:</b>	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI)
<b>Location:</b>	St. Paul's Hospital, Vancouver, BC
<b>Salary:</b>	Salary commensurate with experience; competitive benefits package including 20 days of paid vacation within the first year, extended health and dental plans, and membership in the Municipal Pension Plan
<b>Desired Start Date:</b>	As soon as possible
<b>Full/Part-time:</b>	Full-time (37.5 hours per week)
<b>Position status:</b>	This is an on-going, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
<b>Application Closing Date:</b>	Open until filled
<b>How to Apply:</b>	Interested candidates should email their resume with cover letter to <a href="mailto:hr@cheos.ubc.ca">hr@cheos.ubc.ca</a> . Applications without a cover letter will not be reviewed.

*Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. The Centre/Network welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.*

### Job Summary

The Program & Fund Development Coordinator (PDC) will create a vibrant and supportive learning environment for trainees and life-long learning and development for staff at CHÉOS and the CTN. The role will include raising philanthropic funds to support trainee programs and other special initiatives. With a strong sensitivity to and knowledge of the systemic barriers that underrepresented groups face in education and research, this position facilitates accessible and inclusive education and career growth opportunities for all within our organization.

Located at St. Paul's Hospital, [CHÉOS](#) is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The

Centre consists of 75+ faculty members and 130-150 staff and research personnel.

The [CTN](#) is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers, and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver. The CTN National Centre is housed at CHÉOS in Vancouver.

### **Work Performed**

The PDC administers and assists in the strategic vision of the CTN Postdoctoral Fellowship (PDF) program, the CHÉOS Education and Trainee program, and facilitates and supports education and training opportunities for Centre/Network staff. This includes but is not limited to developing targeted opportunities for those who have been underrepresented in academia and health research, such as educational award programs for BIPOC Canadians. The incumbent will also engage in fundraising efforts to support organizational needs for existing and developing initiatives; the PDC will do so by cultivating and stewarding relationships with appropriate partners, as well as identifying and facilitating appropriate grant funding applications.

The CTN PDF Program is a long-standing component of the Network and is an integral part of the CTN grant; the PDC will be responsible for the program's ongoing administration. The CHÉOS Education and Trainee Program provides the incumbent an opportunity to formalize the program for existing trainees, as well as connect new trainees with faculty to expand it into a successful and well-established program with dedicated funding. The facilitation, tracking, and support of professional development and learning opportunities for Centre/Network staff and managers is an area of refinement for the organization and will benefit from an engaged and forward-thinking PDC. Specific responsibilities include:

#### *CTN Postdoctoral Fellowship Program*

- Within the context of the existing CTN PDF guidelines, the PDC manages and administers the competition under the PDF program in conjunction with the Adjudication Committee chair. This includes but is not limited to: organizing the evaluation of candidates following the program's guidelines; updating the program guidelines in consultation with the Adjudication Committee; and determining, in consultation with the Chief Administrative Officer, the number of awards available to adjudicate.
- Collaborates effectively at the local, national, and international level.
- Ensures appropriate committee membership.
- Establishes relationships with stakeholders, partners, and funders, including industry, not-for-profits, and other relevant organizations as an ambassador of the Network, and in order to obtain funding for the PDF program.
- Pursues funding opportunities and partnerships to leverage existing grant funding for the PDF program.
- Circulates and advertises the competition through universities and other organizations (medical schools, associations, etc.).
- Attends relevant conferences, including the annual Canadian Association for HIV Research (CAHR) conference where a session is organized by the PDC for fellows to present their progress.
- Coordinates registration to the CAHR Conference for the fellows.
- Assists the communications team in maintaining an up to date PDF web page and fellows' publication list.
- Establishes and maintains appropriate systems for tracking former fellows' progress for the CIHR annual report.

- Coordinates with the CTN accounting team to ensure payments for each fellow are completed appropriately.
- Proficient in French, the PDC coordinates French and English translation needs related to the program.
- The PDC works alongside the academic process to provide an inclusive and welcoming environment to enhance PDF's career trajectories.
- Other related duties as assigned.

*CHÉOS Education and Trainee Program*

- Plans, organizes, and facilitates the CHÉOS Education and Trainee program for existing CHÉOS trainees, including but not limited to workshops, journal clubs, trainee lunch and learns, and other related events for Centre trainees.
- Pursues funding opportunities and partnerships (with donors and granting institutions) to develop and support the program in order to attract and support new trainees.
- Develops a set of policies and procedures for the CHÉOS Trainee program.
- Works closely with CHÉOS Scientists to ensure appropriate delivery of the program.
- Establishes relationships with partner universities and PHCRI in order to ensure PDF positions at CHÉOS align with their policies and procedures.
- Works directly with trainees to facilitate additional professional development outside of the trainee/academic supervisor relationship, including the development of "soft skills" (e.g. media training, public speaking, networking). Directs trainees to appropriate resources based on individual career aspirations.
- With an eye to reducing redundancies, works closely with PHCRI and other UBC research centres to provide access to existing training opportunities. Works collaboratively to identify gaps and develop new opportunities for trainees.
- Provides internal networking opportunities for CHÉOS-affiliated trainees.
- Facilitates mentorship opportunities amongst trainees of different levels.
- Establishes a recruitment system for the program.
- In conjunction with leadership and CHÉOS Scientists, develops and enacts plans to expand the program in order to provide new PDF opportunities.
- Supports the organization of associated meetings and takes minutes as needed.
- Develops reports and prepares letters as related to the program.
- Other related duties as assigned.

*Training and Development Opportunities for Staff*

- In partnership with the CHÉOS human resources and people operations team, the PDC supports a variety of education, professional development, and training opportunities for Centre/Network staff and managers (e.g. leadership workshops, communication courses, Indigenous cultural safety training etc.).
- Employs a holistic approach to ensure personnel have what they need to learn well in the context of their roles and in support of organizational goals.
- Develops a tracking system to ensure staff have equitable access to training and development.
- Identifies existing training opportunities and appropriate trainers/facilitators to support implementation of learning activities.
- Develops and utilizes metrics related to training and professional development; provides regular reports.
- Works with human resources and finance departments, as well as staff and managers to ensure education and training are consistent with needs and interests of personnel at all levels of the organization, as well as within budgetary constraints.

- Identifies and supports educational based activities with the potential for generating revenue to further fund learning opportunities.
- Other related duties as assigned.

### **Supervision Received**

Reports to the CHÉOS Director of Operations/CTN Chief Administrative Officer; works closely with and takes direction from the Chief Clinical Research Officer, Associate Director, Senior Operations Manager, and Human Resources Manager.

### **Supervision Given**

This position does not include supervision of other staff.

### **Consequence of Error/Judgement**

This position works with a high degree of independence and responsibility. Errors in judgment could result in reputational consequences for the Centre and Network, undermining CHÉOS/CTN's ability to meet commitments and achieve program objectives, including the inability to successfully meet award and granting agencies' deliverables. Poor public/private sector relationships could result in a negative image of CHÉOS/CTN, and may impact levels of research funding made available through partnerships. Errors could result in significant concerns regarding the liability, credibility, and integrity of the Centre/Network, PHCRI, PHC, and University.

### **Working Conditions**

CHÉOS/CTN staff are largely working from home while COVID-19 protocols for physical distancing remain in place. The position is typically based at CHÉOS/CTN located in St. Paul's Hospital with the incumbent being provided appropriate work space. Travel to meetings and conferences may be required from time to time.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of five years' relevant experience or the equivalent combination of education and experience, with a minimum of two years' educational coordination/programming experience. Previous experience working in an academic or research setting an asset. In addition, the PDC qualifications include:

- Excellent English and French communications skills (written and oral).
- Exceptional interpersonal skills, enabling effective work independently and within a team.
- Strong capacity to take initiative and engage in advance-planning.
- Superior relationship development skills.
- Sensitivity to and understanding of inclusive and equitable practices in education and research; a keen interest in seeking out related knowledge and training.
- Familiarity with scientific and health research terminology, particularly as related to HIV and public health.
- Strong critical thinking skills.
- Organized with the ability to multi-task, prioritize, and work under pressure to meet deadlines.
- Excellent attention to detail and consistently performs work with accuracy.
- Aptitude to grasp new concepts quickly and efficiently.
- Ability to employ tact, discretion, and diplomacy.
- Superior computer skills – MS Office, Excel, Adobe Acrobat.

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.*