Job title:	Project Manager
Departments:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary/Benefits:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan; flexible work schedule and hybrid options may be available
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an ongoing, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter to hr@cheos.ubc.ca

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. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

Who We Are

Bridging the gap between data, research, and care, CHÉOS is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level. The CTN is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.

From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS and the CTN seek to improve health outcomes for all.

Our Commitment to You

At CHÉOS and the CTN, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary, and excellent benefits, including:

- A minimum of 4 weeks paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support work/life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan with employer contributions

The Role

Depending on the project, the incumbent supervises the implementation, day-to-day management, tracking of deliverables, and close-out of projects to ensure that study protocols are followed, or act as the internal point of contact to ensure timelines are monitored. The Project Manager acts as the resource person for issues relating to the project and coordinates communication between the principal investigator and other stakeholders. Key aspects of the work include:

- Assisting in the review of protocols, preparing a manual of operations, ensuring that monitoring, data management, statistical, recruitment, and other plans, are completed by the appropriate personnel, creating and maintaining a simple project plan, and reporting milestones as required.
- Operational issues may involve but are not limited to: continual upkeep of patient pre-screening; screening; randomization lists and other participant status lists; providing guidance or triaging questions about inclusion and exclusion criteria; definition of adverse events; shipment of investigational supplies; and providing guidance about shipping biological specimen.
- The incumbent may be responsible for the establishment, management, and oversight of Gantt charts, project timelines, and key performance indicators (KPI's) by liaising with project personnel, site investigators, and other internal departments such data management.
- Review research protocol and study design with the study Investigators and study personnel.
- Conduct face-to-face surveys or brief interviews of research participants when applicable.
- Prepare for study audits, when required.
- Plan and organize training programs for clinical research personnel and site monitors.
- Work with internal and external personnel to monitor recruitment and update recruitment plans as required.

Your Skills and Qualifications

- Master's degree in a relevant health discipline or equivalent work experience in the field. PMP certification and clinical research professional certification (SoCRA or ACRP) are preferred.
- Experience in clinical trials or related project management work.
- An understanding of research methodologies and project protocol requirements, including ethical conduct, Tri-Council Policy Statement requirements, regulations and standard operating procedures.
- Excellent interpersonal, communication, presentation, and project management skills.
- Experience dealing with crises, short deadlines and sensitive public health, and clinical research issues.
- Innovative, creative thinking and logical approaches to problem solving are also necessary.
- Evidence of self-directed, self-motivated, and independent work skills.
- An ability to develop, prioritize, implement, and oversee multiple time-sensitive projects.

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.