

**Job Title:**

RESEARCH NETWORK MANAGER

**Job Type:**

Non unionized

**Directorate:**

Lady Davis Institute – Canadian Venous Thromboembolism Clinical Trials and Outcomes Research Network (CanVECTOR Network)

**Department:**

Centre of Excellence in Thrombosis and Anticoagulation Care (CETAC)

**Job Status:**

Maternity leave coverage – temporary, full time (35 hours/week); possibility of renewal

**Work Shifts:**

Day

**Number of positions available:**

1

**Start Date:**

July 16, 2018

The mission of the CanVECTOR Network ([www.canvector.ca](http://www.canvector.ca)) is to decrease the health, social and economic burden of venous thromboembolism (VTE) on affected individuals, their families, and on Canadians as a whole.

Its vision is to create 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 Research Network Manager will be responsible for the proper functioning of the research operations of the CanVECTOR Network, which includes overseeing CanVECTOR's internal operations, network membership, communications, patient and partner activities, liaising with three of the Network's platforms (Knowledge Translation, Patient Partners, and Quality of Care and Effectiveness), and supervising the financial officer. In addition, the Network Manager at the JGH/LDI works in collaboration with the Network Manager based at the Ottawa Hospital Research Institute.

**Main responsibilities include:**

## Project administration:

- Plans, manages and completes research projects on time, on budget, from initial concept and design through implementation and completion, in collaboration with associated Network working groups
- Manages project risk by defining project requirements, scope and takes early action to resolve problems
- Liaises with and provides support to 3 of 6 Network platforms (Knowledge Translation, Patient Partners, and Quality of Care and Effectiveness)
- Responsible and accountable for the research accounts and verifies the expenditures of the research projects within his/her responsibility; alerts Network Directors to potential issues and ensures necessary corrective action is taken.
- Supervises the financial officer to ensure that agreements are in place with all network sites where funds will be transferred and provides assistance to resolve payment issues as required.

- Works collaboratively with Network platforms, collaborators, and partners (pharmaceutical, not-for-profit, charitable). Coordinates with Ottawa Network Manager in order 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 the Network's performance indicators with Network Directors and the Canadian Institutes of Health Research's [CIHR] Institute of Circulatory and Respiratory Health
- Regularly collects data for assigned performance indicators
- Leads in the creation of annual reports of progress for Network members and its External Advisory Board
- Assists in the compilation of progress reports and other communication with CIHR and ensures that all required reporting is completed on-time

#### Communication:

- Maintains effective communication through oral and written correspondence, ensuring adequate documentation
- Develop communications materials including monthly e-mail briefs, newsletters, and other items
- Leads the development of web and social media strategy and content, keeps these channels updated regularly (Twitter, Facebook, Instagram)
- Actively encourages cross-promotion of partner events through various communication channels
- Oversees membership status and renewals, ensures that membership list is current and accurate

#### Event and Meeting Planning:

- Lead planner of CanVECTOR's annual conference (meeting of 100+ participants) in terms of logistics and organization; responsibilities include all duties related to venue selection (preparing request for proposals [RFP], site visits, contract negotiation) and overall event management (invitations, registration, organizing on-site logistics, selecting and hiring suppliers and vendors, ordering of conference materials).
- Liaise with program planning committee to ensure conference content is in line with organizational goals and objectives, as well as venue space allocations.
- Plan the content, organization, and logistics of smaller-scale meetings: Scientific Steering Committee (4 per year) and External Advisory Board (2 per year).
- May need to plan and manage the logistics of attending partners' events (symposiums, conferences, etc.)

#### Research Study Coordination:

- Fulfill role of study coordinator for various clinical studies in the field of VTE
- Responsibilities include patient screening and recruitment, maintaining essential documents, follow-up of participants, data entry and cleaning, and submissions to the JGH research ethics board.

#### **Qualifications include but are not limited to:**

- Preferably a Master's of Science in Health related field or at minimum a Bachelors in Health sciences or related field, with 5 or more years of experience in clinical research, where project management responsibilities were required
- Demonstrated leadership and negotiation skills, including conflict resolution skills and problem-solving
- Highly autonomous, effective self-starter with the ability to multi-task, exercise initiative, and judgement
- Great commitment to accuracy of data and must be highly detail oriented
- Demonstrated, excellent communication, organization and interpersonal skills
- Excellent computer skills are required, including Word, Excel, PowerPoint
- Bilingual: French and English written and spoken

Qualified candidates interested in applying should submit their CV and a cover letter before June 15, 2018 to Charlotte Guzman at [charlotte.guzman@ladydavis.ca](mailto:charlotte.guzman@ladydavis.ca)

Only those applicants selected for an interview will be contacted.