



Employment Offer

Organization: Lady Davis Institute for Medical Research, Jewish General Hospital
Title: Program Manager –Therapeutics Development Program

Service: LDI – Dr. April Rose

Shift: Full-time position (35hrs/week). Monday to Friday; 12-month renewable contract

Start Date: As soon as possible

Salary and benefits: According to the LDI HR policy

Summary of responsibilities: The Therapeutics Development Program at the Lady Davis Institute (LDI) and Segal Cancer Center is a new initiative aimed at supporting the development of investigator-initiated clinical trials and advancing novel cancer therapeutics. The Program Manager will play a central role in establishing and overseeing this program, working closely with clinician-scientists, research teams, and institutional partners to facilitate the development and execution of early-phase and prospective translational oncology studies.

Main Tasks: The main job responsibilities include:

- Oversee program operations, including coordination of activities across clinical, research, and administrative teams
- Support investigator-initiated clinical trials, including protocol development, feasibility assessment, and study start-up activities
- Coordinate Research Ethics Board (REB) submissions and maintain regulatory documentation in compliance with institutional and GCP guidelines
- Liaise with key stakeholders, including investigators, clinical research units, pharmacy, ethics boards, and external partners
- Track program milestones, deliverables, and performance metrics
- Develop and maintain study workflows, standard operating procedures, and best practices for clinical trial execution
- Monitor study progress and ensure compliance with ethical, regulatory, and quality assurance standards
- Facilitate communication and collaboration across multidisciplinary teams and organize program meetings
- Support grant applications, reports, and strategic program development initiatives
- Coordinate and provide guidance to research staff and trainees involved in program-supported studies

Requirements:

- Canadian citizen, permanent resident, or valid work permit
- Master's or PhD (preferred) degree in a relevant field (e.g., health sciences, clinical



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research, biomedical sciences)

- Experience as a Clinical Research Coordinator or equivalent
- Demonstrated experience in clinical trial coordination (preferably oncology and/or early-phase trials)
- Strong knowledge of REB processes, Good Clinical Practice (GCP), and regulatory requirements
- Excellent organizational, communication, and project management skills
- Ability to manage multiple projects and work collaboratively within a multidisciplinary team
- Bilingual (French and English)

Assets:

- Experience with investigator-initiated trials
- Experience in academic hospital or research institute settings
- Background in oncology or translational research
- Experience supporting grant or program development activities

Application Process:

Interested candidates are invited to submit a CV and cover letter by email to Dr. April Rose at (april.rose@mcgill.ca).

Equity Statement:

The Lady Davis Institute for Medical Research (LDI) is committed to equity, diversity and inclusion within its community. The LDI has an equal opportunity employment program and welcomes applications from all qualified candidates, regardless of their characteristics, with the skills and knowledge to productively engage with diverse communities. Accommodation for any part of the application process may be provided to persons with disabilities who request it.