



the CTN
CIHR Canadian
HIV Trials Network

le Réseau
Réseau canadien
pour les essais VIH des IRSC



Job title:	Director of Operations
Departments:	Centre for Advancing Health Outcomes (Advancing Health) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul’s Hospital, Vancouver, BC
Salary & Benefits Package:	Competitive salary, in accord with experience; competitive benefits package
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Appointment Type:	This is currently an interim position, with the potential to become permanent. This role will be a Providence Health Care (PHC) union-excluded position. All research funded positions are dependent on grant funding continuing to be available.
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume, cover letter , plus two writing samples or examples showcasing proven excellence in strategic direction and leadership (i.e. a presentation outlining a strategic plan, a successful proposal for funding, etc.) to hr@advancinghealth.ubc.ca . Applications that do not include all requested materials 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 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. Advancing Health/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

We welcome applications from candidates legally entitled to work in Canada.

Who We Are

Bridging the gap between data, research, and care, [Advancing Health](#) 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, Advancing Health and the CTN seek to improve health outcomes for all.

Our Commitments to You

At Advancing Health, 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:

- Paid time off between the December and January statutory holidays
- Vacation and other paid leaves to support health, wellness, and work-life balance
- Employer-paid extended health and dental plans

The Role

This position is responsible for the operations of the organization by overseeing several departments at the Centre for Advancing Health Outcomes (Advancing Health) and overseeing the administration of the CIHR Canadian HIV Trials Network (CTN) National Centre. Reporting to the Centre Director/National Director, and working closely with the Advancing Health Associate Director and other executive leadership, the Director of Operations provides senior leadership in the areas of strategic planning, resource management, policy implementation, operations, risk assessment, research administration, research support service administration, and the overall administration of the Centre and Network.

Development and Strategic Planning

- Contributes to developing and refining the Centre's strategic direction; directs the implementation and evaluates the strategic plan to achieve the organization's long-term goals
- Identifies funding opportunities for Centre operations
- Takes part in business development and marketing initiatives
- Represents the National Centre and/or National Director on CTN Committees

Financial Management

- Maintains responsibility for approximately \$14 million in annual funding
- Models the impact of new initiatives on the Centre and Network's budgets and develops budget plans to understand the financial impact of budget lines and responsibilities
- Approves and helps develop departmental and organizational budgets and financial reports

Facilities

- Proactively conducts ongoing strategic space and facility analysis
- Consults on research space and facility requirements in relation to the redevelopment of St. Paul's Hospital

Research Service Provision

- Provides leadership to staff to ensure appropriate practice, policies, systems, and institutional contracts/agreements are in place
- Approves Memorandums of Understanding with PHC partners for long-term support services

Communications

- In conjunction with communications personnel and senior leadership, engages participation from the scientific research community in the process of developing and promoting the activities of Advancing Health and the CTN
- Develops and maintains relationships with key partners, funders, and stakeholders who support the operation and administration of Advancing Health /CTN

People Operations (Human Resources) and Administration

- Fosters a positive work environment that stimulates excellence, creativity, professionalism, collegiality and well-being
- In partnership with the People Operations department, promotes the strategic direction of the Centre's workplace culture, transparency and EDI, and the Centre's recruitment, succession, and retention planning
- Develops and leads change management and conflict resolution as necessary
- Recruits, develops, and evaluates operations personnel, including senior finance and administrative staff

Supervision Given

Directly manages senior operations staff including finance and administrative personnel. In conjunction with the Director and Associate Director, provides direction as needed to Team Leads/Heads. Hires, trains, evaluates, and disciplines staff as required.

Working Conditions

The position will be working at Advancing Health located in St. Paul's Hospital and will be provided with appropriate workspace. Some flexibility for remote work arrangements (in line with PHC policy) may be provided, however, this position is primarily on-site. Travel to meetings and conferences may be required from time to time.

Minimum Qualifications

- Master's degree in a relevant discipline plus 7 years of related experience or the equivalent combination of education and experience.

Preferred Qualifications and Skills

- Master's degree in Health or Public Administration an asset
- Chartered Professional Accountant (CPA) designation is desired
- Previous experience working with health researchers
- Proven financial, senior administrative, and supervisory experience in a large multi-functional academic organization
- Proven ability to lead from an inclusive lens and values equity, diversity, and inclusion as the pillars of organizational growth and success
- Demonstrated leadership and analytical skills required as well as experience in strategic and project planning
- Outstanding written and verbal communication skills
- Excellent interpersonal skills for the purpose of maintaining stakeholder relationships, emotional intelligence for people, and conflict management

- Familiarity with university research, teaching and learning environments, and UBC and/or PHC policies and procedures required
- Capacity to work under pressure to meet deadlines

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.