



the CTN
CIHR Canadian
HIV Trials Network

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Réseau canadien
pour les essais VIH des IRSC



Job title:	Executive Assistant
Department:	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:	\$52,000-\$56,000 annually; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan with employer contributions
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Appointment Type:	This is a core, ongoing, regular-status Providence Health Care (PHC) position (union-excluded). However, 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 and cover letter to hr@advancinghealth.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 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 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:

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

The Role

The Executive Assistant (EA) is responsible for administrative support related to the activities of the Advancing Health Director/CTN National Director, Advancing Health Associate Director, and Advancing Health /CTN Chief Clinical Research Officer. In addition, this role offers the unique opportunity to participate in research administration and develop special projects, depending on the successful applicant's interest. As a fundamental role within the organization, the EA sets the Executives up for success by ensuring the smooth flow of their day, anticipating their needs, and effectively supporting their work. Some of the work performed includes:

- Managing schedules and arranging meetings/events for the Director and other executive leadership members.
- Coordinating signatures.
- Maintaining the academic CV and biography for the Director.
- Making travel arrangements and completing all related travel authorizations and expense reimbursements on behalf of the Executives.
- Requisitioning vendor payments and preparing paperwork for deposits; tracking and reconciling fund disbursements.
- Preparing materials for meetings, such as agendas, PowerPoint presentations, and background/briefing materials; briefing the Director on meeting topics, issues, and background; taking meeting minutes.
- Leading and coordinating a variety of special projects as assigned; delivering support on special projects to other team members as approved by supervisor.
- Researching, drafting, and editing materials such as letters, reports, applications, nominations, and other correspondence as required.
- Potentially assisting with drafting peer-reviewed manuscript articles and conducting literature reviews.
- Other related duties as required.

Supervision Received

Reports to the CTN National Director/ Advancing Health Director. Works closely with and takes direction from the Financial Analyst & Executive Administrative Coordinator, the Advancing Health Associate Director, and the Advancing Health /CTN Chief Clinical Research Officer. This position requires the ability to work independently.

Supervision Given

The Executive Assistant position does not include supervision of other staff.

Consequence of Error/Judgement

This position entails a high level of confidentiality and discretion. Failure to maintain information in confidence could result in damage to credibility and poor relations with internal and external stakeholders. Implications of decisions or advice may result in restricted operations and legal and/or financial liability. Poor judgment or failure to act in a professional, tactful manner will have an adverse effect on the image of the Centre/Network.

Working Conditions

The position will be working at Advancing Health located in St. Paul's Hospital and will be provided with appropriate workspace. Flexibility for a hybrid work arrangement (in line with PHC and Advancing Health policy) may be provided.

Travel to meetings and conferences may be required from time to time.

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.

Minimum Qualifications

Undergraduate degree in a relevant discipline plus 3 years of relevant experience (or the equivalent combination of education and experience).

Preferred Qualifications

- You have administrative experience in a university/research setting as an administrative assistant to executives.
- You have excellent written and oral communication skills and strong computer literacy.
- You are able to manage demanding calendars, coordinate travel arrangements, and compile meeting materials.
- You are exceptionally organized and are able to multi-task, prioritize, and work under pressure to meet deadlines.
- You have keen attention to detail and you consistently perform work with accuracy.
- You interact with people in a courteous and calm manner ensuring tact, discretion, and diplomacy.
- You are a critical and innovative thinker who can support problem-solving, identify key information and issues, and effectively resolve matters.
- You are adaptable to change.
- You have experience in or an interest in equity, diversity, and inclusion practices in research and the workplace.