

Job Posting: Research Project Manager

About Us

One in nine children worldwide have a disability of some kind: millions of people from infancy to adulthood need access to diagnosis and targeted treatment. Families need help giving the best possible support to their loved ones born with brain-based conditions, including autism, cerebral palsy, and fetal alcohol spectrum disorder. As a national Network of Centers of Excellence, Kids Brain Health Network (KBHN) is funded by the federal government to make a difference.

The goal of the Kids Brain Health Network science program is to prepare the next generation of developmental neuroscientists to become leaders in neurodevelopmental disorders research for early diagnostics, therapeutics, and family/community support. The successful candidate will have the opportunity to experience real-world aspects of early work experience in a Canadian not-for-profit organization that are fundamental to ensuring the efficiency and effectiveness of Network's research and training initiatives.

Bring your project management expertise, understanding of child health research and the Canadian health sector research funding landscape to join the senior management team at KBHN.

Reporting to the CEO, the Senior Project Manager supports the day-to-day operations of KBHN and the work of the Board of Directors, Standing Committees and KBHN team members to ensure that the KBHN strategic objectives are on schedule and within the allocated budget.

You will understand how not for profit organizations work and have experience in governance and operations. Critical thinking and the capability to integrate long term strategic considerations and short-term tactical requirements is an asset.

As the ideal candidate, you have a keen interest in stepping out of the academic path and gain valuable experience and skills in research administrative that furthers your knowledge in academic research and your skills in research administration.

You also have a focus on career path alternatives to health research. In this position, you have a unique opportunity to learn and facilitate the administrative and communications side of basic research and health sciences for supporting the research and patient/family communities that make up the network.

Key Job Duties

1. Coordinates and prepares project documentation and reports for meetings of the Board of Directors, and standing committee of the Board and other ad hoc committees.
 - a. Supports Board and committee work by reviewing and writing briefing notes, reviewing and editing minutes, organizing meeting materials and packages in conjunction with Executive Assistant/Governance Coordinator.
 - b. Collects, consolidates relevant information and data from multiple sources in order to write briefing notes.
 - c. Prepares project tracking reports, analyzes and monitors project status.
 - a. Prepares reports and PowerPoint presentations as needed.
2. Attends Board, standing committee and other meetings as required.
 - a. Prepares meeting notes and/or packages as required.
 - b. Takes detailed meeting notes as required.
 - c. Tracks changes and follow-up actions required.
3. Assists in coordinating the oversight of data collection, data analysis and preparation of The NCE (Networks Centres of Excellence) annual reporting and requirements for other funding partners.
 - a. Track deadlines and benchmarks for The NCE and other funding agencies.
 - b. Checks and verifies data. May require database creation and data input.
 - c. Responsible for coordinating and drafting NCE Annual report (statistical and narrative) in collaboration with KBHN team members who will contribute within their own project areas.
 - d. Responsible for coordinating the gathering necessary data from key KBHN team members to develop required reports for other funding partners.
 - e. Responsible for meeting required deadlines for CEO review and sign off and/or Board as required.

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- f. Works with KGHN team to prepare project plans, assists with timelines. Assist KBHN team members with strategies to complete their projects within the allotted timelines.
4. Creates a system and documentation for tracking individual KBHN team member work plans as they relate to KBHN strategic objectives.
 - a. Conducts oversight of aligning individual work plans to the KBHN performance management framework and key performance indicators.
 - b. Responsible for the ongoing monitoring of KBHN team annual objectives and key performance indicators.
 - c. Monitors project progress regularly and reports project progress, status, and issues to The CEO.
 - d. Works with The Communications Manager to assist in preparation for meetings with current and potential funding partners, stakeholder groups (environmental scans, situational assessment, briefing notes and packages).
 - e. Works with the Executive Assistant to coordinate Board of Director and Committee packages.
5. Identifies new policies and/or policy updates and procedures that could result in more efficient resource utilization for KBHN.
 - a. Review terms of reference for Board and all standing committees and makes recommendations for updates.
 - b. Assists in drafting new policies and procedures for review by CEO.
6. Development Strategic proposals: Research, data gathering and assessment of a strategic initiative, event and/or program as directed by CEO and for review by the Board of Directors
7. Handles sensitive and confidential information with the upmost discretion.

Qualifications

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- Must have a post-secondary degree and or related education in health research.
- Must have a minimum of 3 years' project management/administration work experience from an NGO, Government Health Agency, and/or Health Research institution.
- PMP certification is an asset.
- Familiarity and capabilities to prepare and contribute to annual budgeting.
- Must have an understanding of NGO organizational operations and systems and Canadian research funding landscape both federally and provincially.
- Must have excellent verbal and written communications skills and the ability to synthesize information and effectively communicate with stakeholders.
- Has the demonstrated ability to produce accurate, relevant and timely reports, briefing notes and other written correspondence.
- Must have good analytical and critical thinking skills.
- Must be computer literate: advanced excel and advanced Power Point.
- Is highly organized, deadline driven and is able to multi-task and prioritize work.
- Works cooperatively and effectively with others.

Job Details

- Initial 1-year term position, full time. Potential for a term extension
- Hours: Monday to Friday, 8:30 am to 4:30 pm
- Evening and weekend work may be required
- Travel may be required
- Salary Range: \$85,000 to \$95,000 per year (salary offered will be based upon candidate qualifications and/or experience)
- Start Date: Immediate
- Location: Simon Fraser University, Surrey Campus. Surrey, British Columbia
- Group Health Benefits Package and Pension Plan included

To apply for this position, please send your cover letter and resume to: hroutsourecevancouver@gmail.com and include the title “Research Project Manager” in the subject line.

We thank all applicants for their interest; only qualified individuals will be contacted.

Kids Brain Health Network Equity, Diversity & Inclusion (EDI) Statement

The Kids Brain Health Network (KBHN) goal is to create a workplace welcoming for researchers, health professionals, families and communities to gather and learn and that all who work or study here feel a sense of belonging, inclusion, fairness and mutual respect.

KBHN adopts the Networks of Centres of Excellence of Canada (NCE) EDI Statement

The NCE program helps build a more advanced, healthy, competitive and prosperous country. The participation of all qualified individual, inclusive of members of under-represented groups is essential to mobilize Canada’s best research, development and entrepreneurial expertise to create excellent, innovative and impactful results. Recognizing and valuing diversity and equity must be and feel valued, respected and equally supported. Networks therefore must outline the measures that will be implemented to embed, promote and track equity, diversity and inclusion within the overall structure of the network, the creation and fine-tuning of the network’s strategic plan, and the execution activities.

Where applicable, networks are encouraged to pay particular attention to involvement of indigenous peoples in network activities.