

| | |
|----------------------------------|---|
| Job title: | Grant Facilitator |
| Departments: | Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at the Providence Health Care Research Institute (PHCRI) |
| Location: | St. Paul's Hospital, Vancouver, BC |
| Salary: | Salary commensurate with experience |
| Desired Start Date: | As soon as possible |
| Full/Part-time: | Full-time |
| Term: | 1 year, renewable |
| Possibility of Extension: | Dependent on grant funding |
| Application Closing Date: | Open until filled |
| How to Apply: | Interested candidates should email their cover letter, resume, and three writing samples to hr@cheos.ubc.ca . Only applications following this process will be reviewed. |

Job Summary

This position is responsible for a variety of duties related to scientific writing and coordinating the submission of grant funding proposals, as well as preparing related written materials. The Grant Facilitator works closely with CHÉOS/CTN staff including communications personnel, administrators, physicians, epidemiologists, research coordinators and assistants, data managers, biostatisticians, graduate students and fellows.

Located at St. Paul's Hospital, CHÉOS is an interdisciplinary collective founded to pursue excellence in health outcomes research. In addition to conducting its own research, the Centre's other primary function is to offer methodological expertise to other researchers, including assistance with study design, statistics, health economics, data management, and grant facilitation for both health outcomes research and clinical trials. The Centre consists of 55+ faculty members and 130-150 staff and research personnel.

The CTN is an innovative partnership of clinical investigators, physicians, nurses, people living with HIV/AIDS, pharmaceutical manufacturers and others that facilitate HIV clinical trials of the highest scientific and ethical standards. Established in 1990 as a cornerstone of the federal AIDS Strategy, the CTN is funded by the Canadian Institutes of Health Research (CIHR), and jointly sponsored by the University of British Columbia (UBC) and St. Paul's Hospital (Providence Health Care) in Vancouver.

Work Performed

- Writes, edits, and coordinates a wide range of clinical and health research-related funding proposals and writing/editing projects, including but not limited to: CIHR, MSFHR, NIH, and other grant submissions, ethics applications, business cases, progress reports, research summaries, and plain-language documents.
- Supports the development and logistics of individual, multidisciplinary, and multi-institutional funding applications.
- Conveys scientific research and clinical concepts in a clear and effective manner.
- Responsible for assisting with the preparation of, and collating materials (e.g. curriculum vitae, letters, budgets, appendices etc.) related to funding proposals, grant submissions, and progress reports.
- Liaises with Principal Investigators and study staff to obtain relevant supporting materials in a timely manner.
- Keeps abreast of potential local, national, and international funding opportunities, as well as maintains up to date knowledge of major funders' submission deadlines and specific institutional guidelines.
- Reviews potential funding opportunities to determine feasibility of application success.
- Brings forward prospective award and funding applications for discussion with appropriate personnel.
- Prioritizes and manages several projects with various departments, investigators, authors, and reviewers at one time.
- Ensures timely and accurate submission of all materials and proposals.
- Maintains pre- and post- award archives.
- Provides layout and formatting recommendations according to grant agency requirements.
- Develops positive relationships and effectively communicates with external stakeholders (e.g. PHCRI, UBC ORS, CIHR, MSFHR, NIH etc.).
- Other duties as may be assigned.

Supervision Received

Reports to the Director of Operations, CHÉOS / Chief Administrative Officer, CTN.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Errors in performance of the above-related duties could have a significant impact on the effectiveness of funding applications and the financial status of CHÉOS/CTN. Inappropriate judgment could result in loss of potential research and/or infrastructure opportunities, or cause damage to the Centre and the Network's reputations.

Working Conditions

The applicant will be working in CHÉOS/CTN located at St. Paul's Hospital. The incumbent will be provided with appropriate work space.

Qualifications

- Bachelor's degree in a relevant discipline, graduate level training preferred, and a minimum of 3 years of experience, or the equivalent combination of education and experience.
- Previous experience working with health care researchers or working in a health-related academic setting.
- Additional relevant training or certification an asset (e.g. formal training in grant writing, technical communication certification, membership in a professional writing society).
- Understanding of and previous involvement in writing and submitting high-level grants and proposals to CIHR.
- Proven track record of successful grant submissions.
- Superior writing, editing, and research skills.
- Knowledge and experience in medically focused writing projects.
- Familiarity with major funding bodies, such as CIHR and MSFHR.
- Ability to interpret and communicate clinical terminology, research data, and statistical language.
- Takes initiative and motivated.
- Keen attention to detail; works with accuracy.
- Excellent organizational skills and record keeping.

CHÉOS and the CTN hire on the basis of merit and are committed to employment equity. All qualified persons are encouraged to apply. CHÉOS/CTN are strongly committed to diversity and welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of any sexual orientation or gender identity, and others who may contribute to the further diversification of ideas. Canadians and permanent residents of Canada will be given priority.

Only candidates shortlisted will be contacted.