



the CTN
CIHR Canadian
HIV Trials Network

le Réseau
Réseau canadien
pour les essais VIH des IRSC



CHÉOS
Centre for Health Evaluation
& Outcome Sciences

Job title:	Project Coordinator
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at the Providence Health Care Research Institute (PHCRI)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary commensurate with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan
Desired Start Date:	As soon as possible
Full/Part-time:	Full-time (37.5 hours/week)
Position status:	This is an on-going, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Term:	The initial term of this role is expected to be at least 1 year in duration and renewable, should grant funding continue to be available
Application Closing Date:	Open until filled
How to apply:	Interested candidates should email their resume with cover letter and a writing sample (up to two pages) to hr@cheos.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 enumerated 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. CHÉOS/CTN welcomes a broad range of applicants, and accommodations are available for candidates taking part in all aspects of the selection process.

Job Summary

Under the supervision of Dr. Bohdan Nosyk, the Project Coordinator will assist in the planning, development, and implementation of various studies. Dr. Nosyk leads a multidisciplinary team of statisticians, health economists, and public health researchers engaged in an international portfolio of leading-edge health economic and health services research projects focusing on HIV/AIDS and substance use disorders. This team offers outstanding research opportunities with access to world-class linked administrative databases, a breadth of methodological

skills, and a focus on improving health outcomes for marginalized populations. This position entails research and grant administration in addition to involvement in research projects with potential for publication and additional professional development opportunities.

The Project Coordinator works closely with CHÉOS/CTN staff including physicians, epidemiologists, research nurses, 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 over 75 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

The successful applicant will have the opportunity to be involved in an array of high-impact studies evaluating the impact and value of local as well as international programs and policies in [opioid use disorder treatment](#) and [risk mitigation](#), in addition to [HIV/AIDS treatment and prevention strategies](#) which promote health equity and support the 'Ending the HIV Epidemic in America' initiative.

- Assist in the preparation of manuscripts, abstracts, posters, and PowerPoint presentations.
- Coordinate submission of proposals to research funding opportunities and assist in writing grant proposal applications (developing budget, project timelines, liaising with co-applicants to collect required information, facilitating submissions).
- Create and submit harmonized ethics applications, renewals, and amendments.
- Ensure projects are administered according to research protocol.
- Coordinate meetings to ensure well-defined and timely agendas, compilation of background information and supporting materials, and preparation of communication materials to assist in meeting facilitation and knowledge translation.
- Complete progress reporting duties as specified by each funding body including study progress and financial reports.
- May assist in recruiting and interviewing participants, developing and conducting tests and surveys, and gathering and presenting data.
- May serve as project liaison to other departments or outside organizations.
- Other related duties as may be assigned.

Supervision Received

Reports to Dr. Bohdan Nosyk, CHÉOS Scientist.

Supervision Given

This position does not include supervision of other staff.

Consequence of Error/Judgement

Tact, diplomacy, and a high degree of judgement and initiative are required to deliver effective research support. Errors in the performance of the above-related duties could significantly impact 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/Network's reputations.

Working Conditions

The applicant will be working at CHÉOS/CTN 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. Travel to meetings and conferences may be required from time to time.

Qualifications

- Master's degree in Health Sciences, Public Health, Business Management, or a related field.
- Two years of related professional experience in a health research setting.
- Experience in organizing/coordinating research projects and/or grant-based programs.
- Experience in grant submissions and research administration.
- Knowledge of research accounting and finance is an asset.
- Experience in preparing publications, reports, and communication materials.
- Excellent organizational, project and time management skills, and ability to work with accuracy in a deadline-driven environment.
- High proficiency in Microsoft Office, including Word, Excel, and PowerPoint.
- Theoretical knowledge in Epidemiology, Public Health, or related field.
- Knowledge of research design and methodology.
- Ability to use organizational and management tools (e.g. Excel, Asana).
- Exceptional communication and interpersonal skills.
- Strong analytical and planning skills.
- Deadline and detail-oriented.
- Collaborative and passionate about advancing health research.
- Ability to work independently and as part of a team.

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. **We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.***