



CHÉOS

Centre for Health Evaluation
& Outcome Sciences

Job title:	Research Project Manager
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) at the Providence Research (PR)
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 ongoing, regular-status Providence Health Care position (union-excluded); however, all research positions are dependent on grant funding
Application Closing Date:	Open until filled
How to Apply:	Interested candidates should email their resume with cover letter 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.

Who We Are

Bridging the gap between data, research, and care, [CHÉOS](#) is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level. From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS seeks to improve health outcomes for all.

Our Commitments to You

At CHÉOS, 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 paid vacation annually (prorated for part-time staff)
- Paid time off between the December and January statutory holidays
- Other paid leaves to support work/life balance
- Extended health and dental plans
- Membership in the Municipal Pension Plan

The Role

The Research Project Manager works on a variety of projects in [Health Economics](#) and [Decision Sciences](#) that engage with stakeholders such as patients and caregivers to inform and positively impact health policy. This role is responsible for coordinating and managing day-to-day aspects of research projects, including virtual and on-site research activities, preparation of research ethics applications and grant applications, study advertising, participant recruitment, data collection, manuscript preparation and submissions, and knowledge translation. Some of the work performed includes:

- Works with other members of the research team to establish research project proposals, protocols, objectives, timelines and deliverables.
- Executes research projects according to research methodologies and plans, facilitates consensus with stakeholders as needed, and manages and ensures the successful completion of projects.
- Monitors project progress according to project plans and reports on the status of projects. Makes recommendations regarding project scope changes and milestones.
- Acts as a resource to the research team; advises the research team on regulatory requirements.
- Assesses project risks, identifies risk mitigation strategies, and monitors risk throughout the project.
- Establishes roles and responsibilities of team members, identifies skills required, and discusses timelines for the project. Directs work of team members as applicable to project.
- Leads and oversees study recruitment and data collection and provides support for data analysis.
- Works with Principal Investigator(s) to identify and explore funding opportunities. Coordinates and engages in developing grant applications, reviewing documents, and budget forecasting.
- Prepares ethics applications and submissions, manuscripts and submissions, posters, and presentations.

Skills and Qualifications

- Master's degree or PhD in a relevant discipline (e.g., Epidemiology, Public Health, Health Services Research).
- 5 years of research-related project management experience working with health care researchers, or the relevant combination of education and experience.
- Comprehensive knowledge of research methodologies and project protocol requirements, including ethical conduct and standard operating procedures.
- Experience in research grant application, budget, and funding management.
- Exceptional self-directed, self-motivated, and independent work skills.
- Exceptionally organized and detail-oriented.
- Excellent written and verbal communication, presentation, and collaboration skills.
- Ability to develop, prioritize, implement, and oversee multiple time-sensitive projects.
- Ability to interact productively and professionally with a wide range of internal and external stakeholders within an interdisciplinary environment.
- Functional knowledge of SAS or R, word-processing, spreadsheet, presentation, project management, and database applications and software.

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.