

Job title:	Director of Grants
Department:	Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)
Location:	St. Paul's Hospital, Vancouver, BC
Salary:	Salary will be in accord with experience plus 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)
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 . Please note that applications that do not include all these items will not be considered.

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. CHÉOS 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, [CHÉOS](#) 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, CHÉOS and the CTN seek 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 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

As the Director of Grants your work will help determine the grants and awards the organization will receive, directly impacting the research conducted at CHÉOS/CTN (and therefore the evidence generated for policy implementation). You will be responsible for various duties related to scientific writing, coordinating the submission of grant funding proposals, and preparing related written materials, while working closely with CHÉOS/CTN staff, collaborators, and partners. Your key responsibilities will include:

- Write, edit, and coordinate a wide range of clinical and health research-related funding proposals and writing/editing projects, including but not limited to CIHR, MSHRBC, PHAC, and other grant submissions, manuscripts and abstracts, business cases, progress reports, research summaries, award nominations, and plain-language documents.
- Facilitate and support individual, multidisciplinary, and multi-institutional funding application development and logistics.
- Convey scientific research and clinical concepts in a clear and effective manner.
- Assist with the preparation of materials related to funding proposals, grant submissions, and progress reports.
- Liaise with Principal Investigators and study staff to obtain relevant supporting materials.
- Keep abreast of potential local, national, and international funding opportunities, as well as maintain up-to-date knowledge of major funders' submission deadlines and specific institutional guidelines.
- Track relevant funding opportunities and advertise them to the appropriate personnel.
- Assist with initiating and developing research collaborations to respond to calls for proposals and other relevant funding opportunities.
- Prioritize and manage several projects with various departments, investigators, authors, and reviewers simultaneously.
- Ensure timely and accurate submission of all materials and proposals.
- Provide formatting and content recommendations according to grant guidelines and criteria to strengthen proposals.
- Develop positive relationships and effectively communicate with external stakeholders

Skills and Qualifications

With a proven track record of successful grant submissions, you are motivated by a passion for advancing health research and excel at organization, taking initiative, and communicating clearly. You hold a Masters or PhD in a relevant discipline, and have a minimum of 7 years of experience, or the equivalent combination of education and experience. Further skills include:

- Previous experience working with health care researchers or in a health-related academic setting.
- Additional relevant training or certification is 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.
- Superior writing, editing, and research skills.
- Knowledge and experience in medically-focused writing projects.
- Familiarity with major funding bodies, such as CIHR, MSHRBC, and NIH.
- Ability to interpret and communicate clinical terminology, research data, and statistical language.
- Experience or interest in equity, diversity, and inclusion practices in research and the workplace.

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.