

Research Program Manager - RI

Job ID: 16645

Date Posted: 2022-06-07

Deadline to Apply: 2022-06-21

Target Openings: 1

The Hospital for Sick Children (SickKids) is committed to sharing our knowledge and expertise in care, research and education by providing optimal training experiences that inspire learners and advance child health worldwide. The SickKids Research Institute is where over 2,000 researchers, trainees, and staff work together to take on the toughest challenges in child health. As Canada's largest, hospital-based child health research institute, we conduct and translate groundbreaking research to improve patient outcomes and clinical care. We train the next generation of researchers, and support our scientific communities with comprehensive research services, and state-of-the-art infrastructure and facilities.

Named one of Canada's Top 100 Employers for six successive years (2016-2021), SickKids also made the Forbes list of Canada's Best Employers in 2020 and 2021. These designations help to attract and retain high-calibre researchers, staff and trainees - reflecting a long history of research achievements and excellence. Since 1997, the SickKids Research Training Centre (RTC) has enhanced the training, support, and career development of students, fellows, and staff in the SickKids Research Institute through targeted initiatives that include internal funding competitions, skill and career development programs, special events, policy development, and advocacy. Our award-winning RTC team includes the Associate Chief (Training & Career Development), Sr Manager (Research Operations), Program Coordinator (RTC), and Program Coordinator (Kids Science & Technology Program).

The **RTC Research Program Manager** will lead, develop, and manage the activities of the SickKids Research Training Centre, playing a key role in ensuring that research trainees have the support they need to have productive and meaningful research careers. You'll work alongside renowned researchers across our seven multidisciplinary research programs, supporting innovative and impactful paediatric health research. The RTC Program Manager is a dynamic and motivated individual who is dedicated to implementing strategic vision for the RTC through diverse program activities, managing staff and budgets, and building key partnerships and relationships to enhance the training, support, and career development of SickKids Research Institute trainees.

Here's What You'll Get To Do:

Leadership:

- Represent and promote the RTC with enthusiasm, energy, and with a strong focus on internal and external outreach.
- Perform strategic and long-term planning to realize RTC objectives with accountability.
- Build key strategic relationships internally (SickKids Research Operations, Research Finance, Learning Institute, Human Resources, RI Leadership, SickKids Centres) and externally (University of Toronto, GTA-RTCs, etc.).

- Use improvement of processes and policies to increase program efficiency and trainee advocacy.
- Implement equity, diversity, and inclusion best practice in all RTC functions.
- Lead ongoing monitoring and evaluation of RTC activities and engagement to inform future planning.

Management:

- Develop and manage delivery of the diverse RTC curriculum of education, professional development, and skills-based programs.
- Supervise and support RTC staff.
- Promote collaborative approaches to problem solving across disciplines, partners and institutions, fostering a trusting and respectful environment.
- Facilitate effective communication between trainees and SickKids' leadership.
- Manage RTC sub-committees (including groups dedicated to academic and non-academic career development, postdoctoral fellows, Research Associates, academic communications, scholarship, and fellowship adjudication).
- Plan RTC events (with RTC Program Coordinator and trainee-led committees).
- Pre-award administration for student and fellow funding competitions (Banting, CIHR, and internal funding competitions).
- Codevelop web content for RTC internal and external websites (with RTC Program Coordinator).
- Support the Senior Manager, Associate Chief, and Executive Director on initiatives as required.

Financial Accountabilities:

- Build and manage co-funding partnerships with internal and external stakeholders.
- Responsibly plan and monitor the RTC operating budget to align with strategic goals and objectives, and ensure appropriate utilization of resources.
- Oversee RTC financial well-being and financial management of the RTC portfolio.
- Liaise with Research Finance to ensure accurate financial reporting.

Here's What You'll Need:

- Bachelor's degree (science related would be an asset), Master's or PhD preferred, or equivalent in education and experience.
- Experience in managing research training activities across disciplines.
- Experience in graduate research, or health context a major asset.
- Demonstrated experience in successful coordination and improvement of complex programs and/or projects.
- Experience in creating and delivering professional and/or career development training.
- A current understanding of developments in higher education, professional and career development, and trainee funding.
- Experience in managing finances and supervision of staff.
- Strong understanding of the fundamentals of research and/or corporate finance.
- Exceptional set of planning and execution skills, evidence of sound judgment, solid organization and prioritization skills.
- Experience with data collection, management, and database maintenance.
- Demonstrated ability to understand, communicate and apply policy and legislation.
- Excellent critical thinking, problem solving, and writing skills.
- Proven ability to foresee and act upon process improvement opportunities and facilitate appropriate changes.

- Strong communication, teamwork and customer service skills (internal & external facing).
- A high level of judgment, tact, and diplomacy in interacting with people from across and outside the organization.
- Expert knowledge of all Microsoft Office applications (Outlook, Word, Excel, PowerPoint).
- Experience with SlideRoom or other grant management tools would be an asset
- An understanding of PeopleSoft systems and the basics of graphic design and the Adobe Creative Suite or similar applications (e.g., Canva) would be an asset.

Employment Type: Permanent Full-time, 1.0 FTE

To apply, please visit The Hospital for Sick Children (SickKids) website:

https://career.sickkids.ca:8001/psc/CRPRD/CAREER/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=16645&PostingSeq=1