

Research Manager

The Options Collaboratory (www.optionslab.ca) is currently looking for a dynamic team player with excellent skills and experience in clinical research to fill an exciting new position as a **Research Manager**. Our lab is an interdisciplinary research team dedicated to bringing together community, academic, clinical, and policy partners to find and implement new and better options for the treatment and prevention of HIV and other sexually transmitted infections (STIs). We are housed within the MAP Centre for Urban Health Solutions (www.maphealth.ca) and conduct clinical research within the Division of Infectious Diseases at St. Michaels Hospital.

Since May 2022, our lab has also been co-leading an exciting body of work on monkeypox (MPX) infection. The Research Manager will lead the coordination of multiple observational and interventional studies, including the Monkeypox Prospective Observational Cohort Study (MPOCS); substudies in the fields of pharmacokinetics, genomics and immunology; an interventional trial of tecovirimat; and other studies in the field of HIV and STIs. The Manager will play an important role in preparing key scientific documents, training/supervising multiple research staff, supporting team members in fulfilling their duties (including conducting study visits) and preparation of knowledge translation outputs. These tasks require excellent project management, interpersonal communication, organizational and leadership skills, as well as specialized knowledge in the conduct of Health Canada-regulated clinical trials. Meticulous attention to detail is essential.

Because our lab works with historically disadvantaged populations including gay, bisexual and other men who have sex with men (MSM), transgender people, ethnocultural minorities, and other equity-seeking groups, the ideal candidate must have demonstrated familiarity and comfort working with these populations.

Duties & Responsibilities:

- **Administrative activities**
 - Developing and authorizing research study budgets and payment schedules
 - Generating personnel and payroll reports
 - Scheduling functions such that staffing is maintained at optimal levels (including daily, vacation, and sick time coverage)
- **Research activities**
 - Supporting research staff in conducting study visits (participant interviews and assessments, collection of biological specimens including phlebotomy, documentation)
 - Contributing to grant-writing and co-ordination of the grant submission process
 - Preparing study documents including protocols, consent forms, Research Ethics Board applications and training materials
 - Integrating emerging research findings into ongoing work
 - Contributing to knowledge translation outputs including scientific abstracts, manuscripts and community-facing reports
- **Managerial activities**
 - Training and providing day to day guidance to Research Assistants, Coordinators and students at multiple levels of training

- Developing and implementing policies, procedures and standards for the research program
- Negotiating terms of financing with outside parties (hospital and industry based)
- Negotiating research agreements and strategic alliances with outside parties
- Approving allocation of funds for unfunded research projects presented to research program
- In conjunction with the Office of Research Administration, reviewing confidentiality statements, legal disclosures, and legal documents
- Chairing research group meetings
- Participating in material management, inventory management, safety management, and quality assurance

Qualifications

- Master's Degree or equivalent work experience
- Minimum 5 years of experience in CLINICAL research
- Previous experience in conducting Health Canada-regulated clinical trials is essential
- Previous clinical experience in health care an asset
- Familiarity with phlebotomy or willingness to learn
- Excellent attention to detail and proven ability to learn new skills
- Superior organizational skills to manage multiple projects in a timely manner and flexibility to adapt to changing workload
- Professionalism and self-motivation
- Excellent computer skills (Microsoft Word, Excel, Powerpoint and internet skills a minimum)
- Demonstrated commitment to principles of harm reduction and anti-oppression
- Familiarity and comfort working with gay, bisexual and other MSM and other equity-seeking groups
- Demonstrated ability to work both independently and as part of a team
- Excellent interpersonal skills including written and verbal English communication

TO APPLY:

- Navigate to: <https://unityhealth.to/get-involved/work-at-unity-health/employment-opportunities/>
- In the SEARCH fields, enter
 - Site: St. Michael's Hospital
 - Job Category: Research
 - Keyword(s): MPX
- Application deadline: **NOVEMBER 28, 2022**