

## Position Opportunity

### Project Manager – Clinical Trials BC BC Academic Health Science Network (BC AHSN)

#### About BC AHSN

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The British Columbia Academic Health Science Network ([bcahsn.ca](http://bcahsn.ca)) connects and catalyzes the province's collective expertise and resources, bringing together patients, government, health authorities, academic institutions, professional groups and diverse organizations across BC's research, health care, professional and educational sectors. The processes we are developing and the resources we bring will help BC attain measurable improvement in health and health care. Our vision is for a high-performing Learning Health System in which collective learnings drive continuous improvement.

BC AHSN consists of three operating units that form the backbone of our organization:

- The BC SUPPORT (Support for People and Patient Oriented Research and Trials) Unit
- Clinical Trials BC
- Research Ethics BC

For more information about each unit, please visit <https://bcahsn.ca/our-network/>.

In addition, BC AHSN is supporting the development of provincial networks to deliver evidence-informed, patient-centred care across BC: the BC Emergency Medicine Network and a second network, focused on rural and remote care delivery, building on the work of the Rural Coordination Centre of BC (RCCbc) and Doctors of BC.

#### About the Opportunity

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We are seeking an experienced project manager with an excellent understanding of the clinical trials and health research landscape in BC and Canada. A key member of the BC AHSN, the Project Manager will be responsible for deployment, implementation and technical support of a provincial enterprise-level cloud-based software system to manage clinical trials.

Reporting to the Unit Director, Clinical Trials BC, and working with advisory consultant(s) as necessary - the Project Manager will ensure a successful Clinical Trial Management System (CTMS) Application deployment for participating organizations through the following responsibilities:

- Planning and coordinating the provincial CTMS application implementation
- Helping define project scope, goals, deliverables and success metrics
- Carrying out full-cycle project management duties (task definition, timelines, tracking, identifying risks, monitoring and reporting on progress, evaluating and addressing results, etc.)
- Assisting with CTMS application set-up to use anonymized data for BC AHSN permitted purposes
- Developing standard operating procedures and guidelines
- Developing and presenting reports on progress, as well as problems and solutions, to stakeholders
- Implementing the CTMS change request process
- Maintaining a register of all participating organizations, Advisory Committee and Working Group membership and related information available to all participating organizations



- Chairing the Working Group and participating in the Advisory Committee
- Carrying out other CTMS and BC AHSN project tasks as required

*This position is for an initial two-year term and may be extended depending on ongoing support for the Unit beyond this term.*

### **Our Ideal Candidate**

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We are seeking candidates who have a Master's degree in business, communications, health sciences, or a related discipline and at least five years of experience project management and/or business management/operations support in a complex working environment dealing with multiple stakeholder groups. Candidates should also have experience working with clinical trial sites and researchers within the health authorities and proven ability for effective stakeholder engagement. With a demonstrated ability to excel in a high performance, high standards culture, they should also have proven financial, contract and project management skills as well as strong communication and interpersonal skills.

Finally, this role will require the ability to work from home, travel across the Lower Mainland 1-2 days a week and across the province (Victoria, Kelowna, Prince George) to work at the deployment sites at least once a month for 1-2 days on average.

### **In Return for Your Expertise**

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We are an exceptionally talented team of individuals in a professional yet casual and collaborative culture with high standards and drive. Driven by our mission, we are extremely dedicated to what we do and encourage our employees towards personal leadership, growth and ownership of their roles. We offer competitive rewards and benefits commensurate with your experience for this role.

### **How to Apply**

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Please email your resume along with a letter of interest by March 27 2020 to [HR@bcahsn.ca](mailto:HR@bcahsn.ca) with the subject line: "Project Manager CTBC – Position Application". We thank all applicants for your interest; however only those who are selected for an interview will be contacted.

For more information on the BC AHSN, click [here](#).