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**BUSINESS TITLE:** Research Program Manager  
**EMPLOYMENT GROUP:** Management & Professional (AAPS)  
**JOB FAMILY:** Research & Facilitation  
**JOB CODE:** 183704 – Research & Facilitation, Level C  
**VP/FACULTY:** Faculty of Medicine  
**DEPARTMENT:** Pediatrics  
**PAY GRADE:** 8  
**SALARY LEVEL:** C (\$63,227 to \$91,093 per annum)

## **JOB SUMMARY**

The Research Program Manager will provide strategic direction of the Michael Cuccione Childhood Cancer research program and Childhood and Cancer and Blood research Group at the BC Children's Hospital Research Institute in close collaboration with the program director, Kirk Schultz. He/she will be responsible for the overall planning, development, management, coordination, and communication for the multiple-project clinical research program and laboratory research program; facilitation and management of research grants; writing reports and presentations for various stakeholders; developing drafts of manuscripts for publication; management of human resources and financial administration; and contributing to the development of future research and programmatic activities.

The MCCRCP is a program focused on improving the efficacy and safety of the treatment of childhood, adolescent, and young adult cancers. It focuses on developing targeted interventions including drug and immune therapies that include cell therapies including blood and marrow transplantation. Moreover there is a major focus on improving the safety of current therapies to lead to a minimum amount of late effects. The CCBR include the MCCRCP as well as research focused on all blood disorders including transplantation and cell therapies for non-cancer diseases. The program is provincial in its scope and provides national and international leadership. The MCCRCP included 10 clinical trials PIs and 6 laboratory based PIs. The clinical trials program includes 7 clinical fellows, 10 CRAs and RNs with 3 managers as part of the program structure and the laboratory based program includes 40 trainees, RAs, post doctoral fellows, and project coordinators. The CCBR include an additional 15 PIs involved in blood and cancer research. The approximate annual operating budget is \$2M.

## **ORGANIZATIONAL STATUS**

The Research Program Manager will:

- a. Report to the Principal Investigator, Dr. Kirk Schultz
- b. Interact closely with all PIs in the Michael Cuccione Childhood Cancer Research Program (MCCRCP), coordinate activities with the Childhood Cancer and Blood research Group with in the University of British Columbia and BC Children's Hospital and the BCCH Research Institute as well as other partners in the research activities (e.g., Canadian Cancer Society, British Columbia Cancer Agency)
- c. Develop and implement project proposals, protocols, work plans, and timelines
- d. The overall manager of the MCCRCP clinical research program with in the division of Hematology/Oncology/BMT in the department of Pediatrics at UBC.
- e. The overall manager of the laboratory program in the MCCRCP
- f. Coordinator for the CCBR at the BC Children's Hospital Research Institute
- g. Interact with members of relevant UBC departments and facilities, including the Faculty of Medicine, Office of Research Services, and Financial Services

- h. Interact with funding agencies, decision-makers, university personnel, and community agencies
- i. Report to the UBC Senior Human Resources Manager on human resource issues

## **WORK PERFORMED**

Provide leadership in planning, development, management, coordination, and communication of multiple projects:

- a. Develop strategic research plans, establish research priorities, goals and work schedules for the program; monitor workflow and report on progress
- b. Lead the preparation and submission of all grant applications and the review of literature relevant to projects and program of research
- c. Manage, coordinate and implement/oversee data collection protocols
- d. Manage ethics applications
- e. Ensure ethical standards of research are followed
- f. Ensure requirements of granting agencies are upheld and reports are submitted on a timely basis
- g. Identify, build and facilitate linkages with funding and other agencies
- h. Develop and implement strategy for dissemination of results
- i. Organize and lead research team meetings
- j. Act as a liaison with external collaborators, facilitate and coordinate related meetings.
- k. Prepare research reports and other public documents related to research projects for government and nongovernmental agencies.
- l. Prepare presentations for scientific, professional and lay meetings
- m. Developing drafts of manuscripts for publication
- n. Identify funding opportunities
- o. Identify staffing needs, draft job descriptions, participate in interviews, recommend the hire and termination of staff in consultation with the UBC Senior Human Resources Manager
- p. Supervise and provide direction to research staff
- q. Develop, forecast and manage research budgets
- r. Develop and implement policies and procedures to improve administrative functions, and ensure adherence to effective operational practices.
- s. External publicity of the program and accomplishments by PIs of the program.

The Pediatric Cancer Research Centre is housed at the CFRI located at the BC Children's Hospital Campus of the Faculty of Medicine. Dr. Schultz is the Principal Investigator for the MCCRCP and CCBP group, which includes a variety of projects under multiple PIs related to Childhood Cancer, Blood disorders, Hematopoietic Cell Transplantation and Cell Therapies.

The Centre is located in the CFRI. The work area is a large shared space. There are no known hazards. The successful candidate will be expected to meet, as required, with community-based partners including the Canadian Cancer Society and the British Columbia Cancer Agency at their primary business sites.

## **CONSEQUENCE OF ERROR**

The Research Program Manager is responsible for coordination and management of all day-to-day activities related to the research projects. Poor decisions could delay the timely completion of the project or be damaging to the reputation, and cause financial loss to the PI, the School, the University of British Columbia and other institutions affiliated with the project(s). In addition, the impact, if an error occurred, would be misinterpretation of results in information disseminated to decision-makers and in publications. The consequences could lead to inappropriate policy and decision-making related to public health.

## **SUPERVISION RECEIVED**

For the most part the Research Manager will work independently and will receive direction, as necessary, from Dr. Schultz, the MCCRCP and CCBP Director.

## **SUPERVISION GIVEN**

The Research Manager will manage the Clinical Research Unit and laboratory research section of the MCCRCP and CCBP. They will be expected to support staff; research assistants and work study students as needed to ensure that the project plans are followed in a timely and efficient manner.

## **QUALIFICATIONS**

Post-graduate degree or equivalent is required. A MSc or PhD is preferred. 4 years or equivalent combination of education and experience if responsible for research project. Experience in conducting clinical and laboratory research. Experience in financial management and human resource management is preferred. Experience with UBC financial systems preferred. Experience in office administration in a research area at UBC preferred. Experience with project management for multiple-site projects, research grants and contracts an asset. Ability to effectively use SAS, SPSS, and Excel at an advanced level. Ability to effectively manage multiple tasks and priorities. General knowledge of grant application preparation. Knowledge of population health promotion and familiarity with the area of cancer control is an asset. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to exercise sound judgment. Ability to exercise initiative, diplomacy, tact, and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to identify, obtain, and effectively manage organizational resources. Ability to communicate effectively in writing. Ability to communicate effectively verbally. Ability to work and lead a team environment. Ability to work independently with minimal supervision.

