Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

Job Summary
We are seeking a highly motivated, and experienced Policy Project Manager who will work with key Indigenous research partners to set the strategic direction for governance of the Silent Genomes project, and develop relevant policy.

Silent Genomes: Reducing health-care disparities and improving diagnostic success for Indigenous children with genetic disease is a Genome Canada/Canadian Institutes of Health Research funded 4 year project with 4 key activities:

-Activity 1: the core of the project, integrates Indigenous-led governance, community engagement, community education, and student capacity building throughout the entire project
-Activity 2: Precision diagnosis of children with genetic disease,
-Activity 3: Development of an Indigenous background variant library, and

The project includes an international Indigenous Advisory Board, a pan-Canadian team of clinicians and genetic counsellors, local bioinformaticians, clinicians and scientists with the collective goal to improve access and effectiveness of genetic diagnosis for Indigenous children and their families.

The Silent Genomes Policy Project Manager (SGPPM) will be situated at the UBC Northern Medical Program on the University of Northern BC campus in Prince George, under the primary supervision of Dr. Nadine Caron. This position requires a high level of independence, interpersonal skills and knowledge about Indigenous Health and policy. He/she will be responsible for developing strategies with Indigenous
partners (Indigenous organizations and communities) to develop a governance (oversight) strategy for the Silent Genomes project, and lead the writing of novel guidelines pertaining to genomic health research and clinical care with Indigenous individuals, families, communities and populations in Canada. The SGPPM will also work closely with the Scientific Project Manager and the Community Engagement Coordinator, both situated at the UBC Island Medical Program in Victoria. Regular progress and financial reports are required by Genome Canada, and the incumbent will work with the Scientific Project Manager to complete these as they pertain to the Governance activities. The Community Engagement coordinator will support the SGPPM as a liaison for relevant activities. The SGPPM will develop project summaries for stakeholders and the public and lead manuscript development. The SGPPM will be expected to assist in supervision of students and post-doctoral fellows carrying out relevant projects.

**Organizational Status**
The incumbent will report to Dr. Nadine Caron, (Silent Genomes Co-project lead, and Activity 1 lead), Department of Surgery, UBC and Co-supervisor Dr. Laura Arbour (Project Lead), Department of Medical Genetics (UBC Island Medical Program Victoria). He/she will work in parallel with the Silent Genomes Genetic Counselor and Community Engagement coordinator. He/she will report to the Silent Genomes Scientific Project manager for required quarterly scientific and budget reports.

**Work Performed**
The incumbent is responsible for:

- Developing an Indigenous oversight strategy for Silent Genomes in collaboration with Indigenous partners within the first 12 months of the position
- Providing expertise and building a strategy for the development of Research Guidelines.
- Surveying Canadian Funding agencies as to their current Guidelines pertaining to Indigenous Health research
- Identifying gaps in research clinical/genomics guidelines as they pertain to Indigenous Health
- Leading development of Guidelines for carrying out genomic research with Indigenous people, in collaboration with Silent Genomes team and Indigenous stakeholders and developing a strategy for stakeholder review, and implementation of the review
- Supporting the Chair of the International Indigenous Advisory Committee in the Development of Best Practices document
- Writing relevant research reports and articles for publication
- Identifying funding opportunities and participating in grant proposal and project proposal writing
- Conducting evidence reviews and producing literature summaries relevant to specific topics
- Managing, organizing and executing all phases of research project including developing, planning and managing relevant activities, including timelines, protocols and budgets related to the Governance of Silent Genomes
- Communicating project activities to stakeholders: providing information, explaining project objectives, and preparing communication materials
- Ensuring project deliverables are completed, including setting priorities and goals and overall project management responsibilities
- Managing finances related to Governance activities (with Scientific Project Manager and Finance Manager), including preparing, forecasting and managing Governance project budgets, financial reports, fund transfers, preparing and submitting requisitions, and monitoring expenditures
- Preparing and managing local ethics applications, research licenses, certificate renewals, amendments and data sharing agreements
- Training and supervision of research assistants and student trainees as needed
- Leading and contributing to staff meetings
- Planning and organizing relevant team meetings, stakeholder research meetings and conferences
- Keeping precise records and performing other related duties as directed by Dr. Caron

**Supervision Received**
The incumbent has a wide latitude and is required to use a high degree of initiative and professional judgement in carrying out responsibilities. The incumbent reports directly to Dr. Nadine Caron (UBC Dept. of Surgery) and Dr. Laura Arbour (UBC Dept. of Medical Genetics). Work is reviewed against achievement of project objectives.

**Supervision Given**
The incumbent will have supervisory responsibilities for directly related projects, supervising research assistants, graduate students and volunteers involved locally in the project.


Consequence of Error/Judgement

The incumbent exercises professional judgment and initiative in the overall coordination and management of Governance Project activities. Insufficient project management could lead to project delays, which could compromise the remainder of the Silent Genomes Project. Errors in data collection and communications could lead to presentation of erroneous information, which would damage project credibility. Compliance with standard Canadian guidelines on research with Aboriginal peoples, and Access to Information and Protection of Privacy act is required.

Qualifications

Undergraduate degree in a relevant discipline. Must have a post-graduate degree (Master's or PhD) or equivalent professional designation in bioethics, policy, law, Indigenous Health or related field. Minimum of three years experience or the equivalent combination of education and experience. Minimum of three years of related experience (developing policy, project management, preparing scholarly documents, negotiating with stakeholders and funding agencies) or the equivalent combination of education and experience. -Research experience in the field of Indigenous Health, policy, law or other related field -Critical understanding of issues related to health and health care equities and disparities -Keen interest in Indigenous health. Previous work experience with Indigenous health, policy law or other related field or policy issues as required -Ability to communicate effectively with a variety of different stakeholders, including Indigenous organizations, communities, University researchers, policy-makers and the public -Excellent oral and written communication skills, including ability to write effective scientific reports for publication and stakeholder reports

Equity and diversity are essential to 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 enumerated 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 status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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