

## Job Posting

**Job ID:** 29344  
**Location:** Other  
**Employment Group:** Management&Professional (AAPS)  
**Job Category:** Research & Facilitation  
**Classification Title:** Research&Facilitation, Level B  
**Business Title:** Silent Genomes Scientific Project Manager  
**VP/Faculty:** Faculty of Medicine  
**Department:** Medical Genetics  
**Salary Range:** \$59,632.00 (minimum) - \$71,588.00 (midpoint) - \$85,904.00 (maximum)  
**Full/Part Time:** Full-Time  
**Desired Start Date:** 2018/04/16  
**Job End Date:** 2022/03/31  
**Funding Type:** Grant Funded

**Closing Date:** 2018/04/03

**Available Openings:** 1

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

### Job Summary

Silent Genomes: Reducing health-care disparities and improving diagnostic success for Indigenous children with genetic disease is a Genome Canada/CIHR funded 4 year project which has 4 key activities. Activity 1, the core of the project, integrates Indigenous-led governance, community engagement, community education, and student capacity building with Activity 2 (precision diagnosis of children with genetic disease) Activity 3 (the development of an Indigenous background variant library) and Activity 4 (Economics of precision diagnosis for Indigenous children). The project includes an international Indigenous Advisory Board, a cross-country 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.

The Silent Genomes Scientific Project Manager, situated at the UBC Island Medical School campus at the University of Victoria in the Community Genetics Research Program will maintain knowledge of the four sub-projects, coordinate communications for project leads, and between the Activity team leaders. The Project Manager will communicate with the Silent Genome team leaders and their team to document their scientific progress and produce financial reports required for granting agencies (with the Silent Genomes Project Manager in Vancouver). The Project Manager will develop project summaries for stakeholders and the public and assist in manuscript development. He/she will assist in developing publications, identify additional funding sources and contribute to funding applications.

### Organizational Status

The Project Manager will report directly to the Principal Investigator Dr. Laura Arbour (Medical Geneticist). The applicant will work in collaboration with researchers, clinicians, graduate students, and staff.

### **Work Performed**

The incumbent is responsible for:

- Developing, planning and managing project activities as below, including timelines, protocols and budgets
- Coordinating the communications between the four Silent Genome activities, and its multi-disciplinary local, national and International team.
- Communicating with Activity leads and lead the writing for required regular reports on project deliverables.
- Leading and contributing to staff meetings
- Planning and organizing stakeholder research meetings and conferences
- Organizing yearly face to face team meetings
- Keeping precise records and writes reports for team and other pertinent meetings.
- Communicating project activities to participating agencies and the public when required, provide information and explain project objectives
- Preparing funding partner and stakeholder communications
- Planning and Updating Project website
- Managing finances including preparing, forecasting and managing Activity 1 project budgets, financial reports, fund transfers, preparing and submitting requisitions and monitoring expenditures
- Having knowledge of the multi-million dollar budget and Activity specific financial reporting, work with the Silent Genomes Project Manager, located at BCCHRI in Vancouver, to report, reconcile and finalise financial reporting
- Oversight of activity specific contract requirements, assisting Silent Genomes Project Manager with submissions and implementation
- Coordinating hiring and supervision of local staff and students for the Silent Project
- Coordination and tracking of multiple sub projects related to the Silent Genomes project, including database development and management when pertinent
- Maintaining up-to-date knowledge of all of the procedures and technologies used in the Genetics Laboratories
- Conducting literature reviews and summaries relevant to project topics
- Preparing research reports, slide presentations and articles for publication, copy-proof reports
- Assisting in identifying additional funding sources and proposal writing
- Performing other related duties as directed by Dr. Arbour

### **Supervision Received**

The incumbent will report to the project lead, Dr. L. Arbour (UBC Medical Genetics) situated at the Island Medical Program in Victoria.

### **Supervision Given**

The incumbent may provide direct supervision to the Silent Genome Community Engagement Coordinator, students, volunteers or other Silent Genomes staff, as needed.

### **Consequence of Error/Judgement**

Lack of careful attention to protocols, or regulatory and ethical guidelines could suspend the Investigator and University as a site for further research and/or funding. A high level of cultural competency and sensitivity is necessary in this position, as any insensitive actions could jeopardize our research relationship with communities. As well, the incumbent must sign a confidentiality agreement stating that any identifying and/or personal information will be held in the strictest confidence. Precise and accurate reports are required as part of the Silent Genomes Project. Therefore, it is imperative for the incumbent to be detail-oriented and careful with his/her work.

### **Qualifications**

Undergraduate degree in a relevant discipline. Minimum of three years experience or the equivalent combination of education and experience. -Minimum of undergraduate degree in business, economics, or health related field. Master of Science or PhD in genetics, Indigenous Health, public health or other relevant related disciplines preferred.

- Minimum of three years of related experience (project management, preparing communications

materials, liaising with stakeholders and funding agencies) or the equivalent combination of education and experience.

- Research experience in the field of Indigenous Health, genetics and/or other health related field. Project Management Program or similar certification an asset
- Excellent oral and written communication skills, including scientific and stakeholder reports.
- Ability to communicate effectively with a variety of different audiences, including researchers, policy-makers and the public
- Ability to ensure timely completion of tasks by adjusting priorities as required
- Excellent administrative, organizational and time-management skills, including experience working with interdisciplinary research teams
- Proficiency with Word, Excel and referencing software are required
- Experience with REDCap, Illustrator, Photoshop, and other pertinent software programs is an asset.
- Proven ability to work in a confidential environment and to work effectively in independent and collaborative team environments. Effectively use interpersonal skills when dealing with team members
- Keen interest in Indigenous health and research.
- Successful completion of Tri-Council Policy Statement (TCPS) online tutorial (may be completed upon hiring)
- Successful completion of an Indigenous Cultural Safety Course (may be completed upon hiring).
- Willing to travel in Canada and abroad for multiple days (intermittent travel required)
- Current passport and drivers license
- Willingness to work non-traditional hours.

Preference may be given to applicants who self-identify as Indigenous with the required combination of education and experience.

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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