

Position:	National Coordinator & Research Associate
Term:	Full – time 3 Year Term Position (renewable),
Commencement Date:	November 1, 2009
Location:	Ottawa
Reports to:	PCC Executive Director
Salary Range:	\$60,000.00 – \$65,000.00, Plus benefits

Paediatric Chairs of Canada (PCC) Mission Statement:

To provide national leadership in paediatric research and education to promote the health and health care of children and youth.

Goals and Objectives of the Organization:

- Enhance our national and international advocacy for pediatric education and research to improve the health of infants, children and youth.
- Enhance our role in the development of high quality, high impact paediatric oriented research that spans the continuum from prevention to promotion of paediatric health.
- To promote and enhance our role as leaders in paediatric education at the undergraduate, postgraduate and continuing medical education levels.
- To promote and assist in the development of effective human resource planning for academic pediatrics and child and youth health care delivery.
- To work together to promote child and youth access to coordinated health services in the best possible environment within academic health science centres and the communities they serve.
- To develop collaborative relationships with other national and international organizations that will assist PCC in fulfilling its mission.

Position Summary:

The position is well suited for a high-energy individual with demonstrated and extensive experience in child and youth health and/or health research related fields.

This position provides an opportunity for a highly dynamic, results oriented individual to be a part of a national team. The position requires an individual who can work effectively as a team leader and who thrives in a fast-paced and continually evolving national environment.

The incumbent will provide leadership to the national office; oversee the operations of the national network and implementation of strategic directions. Facilitating PCC collaboration with other organizations and institutions will be an important component of the position.

It is essential that the individual have excellent leadership and organizational abilities, as well as extensive experience in the application of research grants and report writing.

Responsibilities:

- Project and Research coordination and management;
- Develop and implement activities that support the strategic directions of PCC;
- Organize & coordinate PCC activities and special project initiatives;
- Provide support on routine research activities;
- Analyze data & produce reports;
- Write communiqués and provide material for the Executive and all members of PCC;
- Participate as a member of research teams and working groups;
- Coordinate teleconferences, meetings, prepare agendas and minutes;
- Prepare grant applications, research ethics and research governance applications as appropriate;
- Resource to PCC's Executive and members at large;
- Communication and public relations with other stakeholders;
- Prepare reports for steering groups and other bodies as required;
- Ongoing communication with PCC staff, Executive, members at large and external partners; and
- Other duties occasionally which are not included above, but which will be consistent with the role.

Qualifications:

The PCC National Coordinator and Research Associate should have an educational background and skill set that includes:

- University degree or college level education in a health or health research related field;
- 3-5 years experience in project management or equivalent;
- Understanding of clinical research design, process and conduct;
- Experience in a health care and health research setting;
- Extensive experience in writing research grant, ethics and governance applications;
- Analytical and research skills/experience;
- Excellent communication, interpersonal and organizational skills;
- Demonstrated collegiality, professionalism and team skills;
- Strong Computer skills – MS Office, statistical software, word processing, email, spreadsheets, presentations;
- Capable of effectively handling multiple priorities simultaneously;
- Ability to travel;
- Ability to provide leadership, strong work-ethic and motivation;
- Demonstrated initiative, flexibility and ability to work independently;
- Bilingualism will be an asset.

The National Coordinator and Research Associate will be selected by PCC's Executive on the recommendation of a selection committee consisting of the President, President Elect, Executive Director, Executive Assistant and Human Resources Consultant.

This is a three year term, full-time position with a 3-month probationary period and the potential for renewal.

Interested candidates should submit a cover letter of interest and curriculum vitae to: Ms. Debra Schleyer, PCC National Office, 2141 Thurston Dr. Suite 104, K1G 6C9 by regular mail, or by e-mail to dschleyer@caphc.org or by fax (613) 738-3247. We regret that only those candidates selected for an interview, will be contacted.

POSTING DATE:
August 31, 2009

CLOSING DATE:
September 14, 2009