

Position Overview

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Supervisory Organization	Administrative Support Vancouver Coastal Health Research Institute Faculty of Medicine (Teresa Tsang)
Organization Assignments	Company: UBC The University of British Columbia Cost Center: CC02044 General Institute - VCHRI Faculty of Medicine Function: FN000 Instruction Functional Unit Hierarchy: Vancouver Coastal Health Research Institute Fund: FD000 General Purpose Operating
Job Posting Title	Director, Special Initiatives, Vancouver Coastal Health Research Institute (VCHRI)
Pay Group	Salary
Job Description	

This is a Term Position for one year with a possibility of extension.

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

The proposed role will spearhead and operationalize strategic initiatives on behalf of the ED, leading cross-functional teams and interorganizational collaborations. Responsible for implementing strategic goals for the development of data infrastructure and analytics capacity to support health-data driven innovation at VCH, and in BC more broadly, allowing the opportunity for VCHRI to lead in this space, with potential for the development of a new UBC FOM/VCHRI health data AI centre to house provincial research and innovation in health data analytics. Advances VCHRI goals related to health data space span physical and digital infrastructure, data governance and privacy, educational and upskilling initiatives, as well as research, innovation, and commercialization. This position will be critical to successful execution of VCHRI strategic priorities and will be central to implementing the vision of health data-driven research and development and deployment of AI to improve clinical care, research and operations.

Organizational Status

The Director, Special Initiatives reports directly to the Executive Director (ED), VCHRI/Associate Dean, Research, Faculty of Medicine (FOM), UBC. Works with Unit Directors and Managers/Directors at VCHRI, Centre and Program Directors, Vancouver Coastal Health (VCH) and other BC regional health authorities, the Ministry of Health, the UBC Faculty of Medicine, as well as foundations and philanthropic organizations.

The Director, Special Initiatives liaises with leaders at UBC and VCH including the UBC Office of the President, the Offices of the Vice-Presidents, the Office of the Provost, the Office of the University Counsel, the Deans of the Faculties, and the VCH corporate senior executive team as well as other internal and external groups, as required. Works closely with the Associate Deans, Heads, Directors and other members of the faculty's leadership team, as required. Engages partners at regional health authorities and Provincial Health Services Authority on areas of shared priority.

Work Performed

- This position performs a variety of roles on the Executive Director's behalf with the overall strategic goals of ensuring that the Executive Director's vision, strategy, priorities, and objectives are understood, supported, and advanced for all Special Initiatives.
- Guide the development of strategic initiatives that are complex in scope and impact to a diverse group of stakeholders with significant long-term importance and consequence to VCHRI. Includes external and national strategic partnerships and the management of high-profile events.
- Build on VCH and FOM strategic plans, vision values and goals. Prepares and develops action strategies in support of the efforts of the plan to embed the vision, values and goals in the daily operations of VCHRI.
- Lead project planning; provides solutions; manages, develops and executes identified goals, priorities and objectives from inception through completion in keeping with the strategic directions set by the ED.
- Work with the UBC Office of the President, the Offices of the Vice-Presidents, the Office of the Provost, the Office of the University Counsel, the UBC Deans of the Faculties and other internal and external groups, as required. Works closely with the UBC Associate Deans, Heads, Directors and other members of the faculty's leadership team, as required.
- Provide support to VCHRI units and promote the alignment of strategic goals and initiatives across VCHRI and the Faculty of Medicine.
- Foster relationships with key individuals and stakeholders to enhance alignment and integration of the Research Institute's activities with other health authority research institutes, UBC faculties and other academic and research partner organizations.
- Investigate, analyze and make recommendations to the VCHRI, VCH and FOM leadership teams regarding important strategic and policy issues.
- Provide mentorship, coaching and feedback.
- Advise and serves on relevant staff and faculty committees.
- The new role will take on a new portfolio that currently does not exist at VCHRI, and the impact of which will be broader than any single area currently overseen by existing R&F staff.
- Performs other duties as required.

Current Initiative:

- Development of a new health AI research facility involving infrastructure development, engaging funders (philanthropic, institutional), pursuing large scale grant or provincial/federal funding opportunities, building research, clinical, educational partnerships.
- Streamlining of data governance processes at VCH to develop model for BC with VCH data governance team and counterparts across BC regional health authorities and PHSA, engagement of MoH, MSHRBC RAPP project.
- Development of integrated data analytics training/fellowship programs - in collaboration with education team at VCHRI, academic units at UBC, DSI/DASH, UGME/PGME, UBC G+PS, PHSA and regional health authorities
- Collaboratively engaging with Research Teams and experts to ensure that initiatives are aligned and non-duplicative.

Consequence of Error/Judgement

The Director, Special Initiatives is a senior leadership position critical to the success of the organization. The position shares responsibility for ensuring proper interpretation and implementation of strategic initiatives and academic research policies. The incumbent will work independently and exercise a high level of judgment, decision-making and professionalism.

Incorrect interpretation or communication of organizational policy and procedures or lack of tact, diplomacy or sensitivity in dealing with faculty, partner and external stakeholders could potentially result in damaged relationships and credibility, leading to the potential loss of research funding.

Supervision Received

The Director, Special Initiatives is expected to exercise a considerable amount of judgement and initiative in duties and leadership responsibilities. Works with wide latitude to achieve strategic objectives.

Supervision Given

None. (May supervise temporary staff as needed.)

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of seven years of related experience, or the equivalent combination of education and experience.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

Requires an MD, or PhD degree in relevant discipline, a minimum 7 years of experience, or equivalent combination of education and experience. Requires extensive knowledge of UBC academic environment and culture and extensive knowledge of health research policy development and implementation processes.

Areas of Expertise Skills

- Work requires initiative, ingenuity, and attention to detail.
- Ability to manage projects and task forces, develop cross-functional teams and build diverse collaborative partnerships with key internal and external stakeholders
- Demonstrate highly competent stakeholder relations skills to interact with multiple public sectors including government, health authorities, academic institutions and life sciences communities
- Demonstrate strong analytical, problem solving, consultation, negotiation, persuasion and decision-making skills
- Ability to write clear, concise and convincing funding proposals, white papers, and other strategic documents.

- Demonstrate excellent communication skills in both written and interpersonal forms
- Ability to adapt to, lead and implement change
- Ability to exercise tact and discretion
- Demonstrate composure to work effectively under pressure priorities, schedules, and resource requirements, to meet deadlines
- Demonstrate excellent administrative experience and organizational skills
- Demonstrated ability to research complex issues to support policy development.
- Ability to identify trends/issues and recommend policy alternatives
- Demonstrated experience and knowledge of research grants at the local, provincial and federal levels
- Ability to effectively recruit, train, supervise, and motivate employees
- Some travel may be required