



LEAD, PARTNER AND RESEARCH MANAGEMENT

REPORTS TO: Director, Data & Applied Science Impact
STATUS: Permanent, full-time (35 hours/week)
HIRING RANGE: \$61,625-\$72,500
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

This full-time permanent position reports to the Director, Data & Applied Science Impact and is responsible for administration and research management. Primary responsibilities will be associated with supporting the responsibilities of the team on the administration of OHTN Cohort Study (OCS), Ontario Community-based AIDS Services Evaluation (OCASE) and the Ontario Community HIV/AIDS Reporting Tool (OCHART). Both OCHART and OCASE support AIDS Service Organizations in reporting and client support, and the OCS is a longitudinal clinical cohort study which has enrolled approximately 8,000 men and women at 15 clinical sites across Ontario. The Lead, Partner and Research Management is responsible for coordination and administration of program activities, including supporting agreements with partners, drafting and submitting research ethics boards application, managing the work of the OCS data collectors, supporting collaboration with various internal and external stakeholder groups, and managing vendor and contractor relationships.

JOB RESPONSIBILITIES

- Coordinate meetings of internal and external committees and groups
- Chair stakeholder, committee and team meetings as required
- Oversee program operations, including training and oversight of productivity
- Partner with finance team on program budgets, payment schedules, invoices and reimbursement
- Monitor study productivity and communicate with site leadership
- Monitor and submit changes to partner agreements
- Develop and coordinate contracts with external partners for data sharing and research agreements
- Support the principal investigator and co-investigators in research related activities and responsibilities. Prepare research ethics submissions relative to the initiation and conduct of individual studies, including consent forms written at an appropriate literacy level
- Manage program information and documents, ensuring secure handling and storage
- Monitor participant feedback survey information and any external study feedback
- Manage information sharing with external stakeholders
- Board and funder reporting

ABOUT YOU

- Master's Degree in a health or social sciences related field of study
- Minimum 5 years research or research coordination experience
- HIV/AIDS experience/knowledge and/or experience working with marginalized populations
- Demonstrated ability to work collaboratively using meaningful community engagement strategies
- Strong project management and problem-solving skills using critical thinking
- Ability to adapt to and manage numerous and shifting priorities
- Excellent organizational skills
- Exceptional communication skills (oral and written).
- Ability to communicate effectively and appropriately with varied stakeholders, including, community members, academics, and government employees.
- Experience with research ethics applications and processes
- Team player with demonstrated skills keeping programs on track and moving forward

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohrn.on.ca

- Please use the **"LEAD, PARTNER AND RESEARCH MANAGEMENT"** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: TUESDAY, JULY 12, 2022

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN's workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.