



## DIRECTOR, OCS

**REPORTS TO:** Senior Director, Programs  
**STATUS:** Permanent, full-time (35 hours/week) Non-Unionized  
**SALARY RANGE:** \$100,000 - \$130,000  
**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. The OHTN Cohort Study ([OCS](#)) is the largest community-governed HIV cohort in Ontario and is one of the largest cohort studies in North America. OCS is committed to the principles of greater and meaningful engagement of people living with HIV (GIPA/MIPA).

### ABOUT THE ROLE

This position reports to the Senior Director, Programs and is responsible for the overseeing the OHTN Cohort Study, including its data platform, and its connection to other health/social data systems, and administrative data. This position works closely with the OCS Principal Investigator and OCS governing committees. The successful candidate will manage a large longitudinal cohort study and implement new sub-studies that provides information to improve the health and well-being of people living with HIV. Working with a team of biostatisticians and data analysts, the **Director, OCS** will oversee database development and maintenance, data quality and security, statistical analysis and the integrity of the research data set. The position It will maintain effective working relationships with existing OCS sites, OCS personnel at the sites, and any recruitment of new OCS sites. This position also manages a staff team that includes a data engineer, biostatisticians, data analysts and a research co-ordinator.

#### Management responsibilities:

- Manage the OCS annual budget by reviewing, tracking and approving OCS expenditures.
- Manage and oversee the coordination of OCS committees.
- Develop and negotiate site agreements, research agreements and strategic partnerships, as required.
- Provide leadership, mentorship, and coaching to direct reports.
- Monitor and manage performance of direct reports.
- Lead recruitment process to fill vacancies as they occur.
- Draft and maintain the team workplan.

- Project management for assigned workload.
- Report on relevant objectives.

### **Research data and creation**

- Work closely with the OCS PI to maintain the research integrity of the OCS.
- Oversee the creation of new recruitment and data collection strategies and tools, including sub-studies, as required.
- Oversee the coding of new data modules as required (e.g. infectious disease testing, co-morbidities, HIV diagnostic and viral load testing, mortality).
- Oversee periodic data linkages with Public Health Ontario and ICES (formerly the Institute for Clinical Evaluative Sciences).
- Oversee annual review and updates to the OCS questionnaire.
- Supervise analysis projects using OCS data and oversee data sharing with external researchers for approved OCS projects.

### **Data quality and security**

- Implement data collection processes that ensure data quality, adequacy and accuracy.
- Develop and implement efficient, secure procedures and policies for data handling and analysis.
- Supervise the daily use of data systems and ensure adherence to OHTN's Privacy and Confidentiality Policy.
- Manage all quality assurance activities on data inputs to a central database; and oversee data system testing.
- Supervise the creation of productivity reports for external partners.
- Oversee the creation of algorithms for data interpretation and normalization across data.

### **Evidence sharing**

- Oversee the creation of manuscripts, technical reports, factsheets, and presentations.
- Oversee the development of a user guide and other data system documents and manage end-user training (internal and external).
- Present OCS analyze and results to internal and external stakeholders.
- Oversee the creation and dissemination of a quarterly newsletter, and regular updates to the OCS website.

## **ABOUT YOU**

- ✓ Master of Science degree in a relevant field (e.g. public health, research, statistical sciences) is required. Doctoral degree is an asset
- ✓ Minimum of 5 years experience managing research programs or large cohort studies
- ✓ Excellent communication and interpersonal skills

- ✓ Experience in engaging and managing relationships with internal and external stakeholders
- ✓ Excellent organizational skills and ability to manage multiple projects, in a timely manner
- ✓ Flexibility to adapt to changing workload and priorities
- ✓ Proven track record in managing budgets
- ✓ Experience in conducting statistical analysis and data manipulation
- ✓ Experience managing complex projects
- ✓ Experience using cloud-based data warehouse solutions (such as Azure) an asset
- ✓ Excellent understanding of data administration and management functions (collection, analysis, etc.)
- ✓ Familiarity with databases/data systems and information systems technologies
- ✓ Experience with team building, supervision and mentoring of staff and students

## WHY WORK WITH OHTN

### Defined Benefit Pension (HOOPP)

Eligible employees can participate in the Healthcare of Ontario Pension Plan (HOOPP), a defined benefit pension plan that provides predictable retirement income for life. Eligibility begins on your date of hire as a full-time employee.

### Benefits and Wellness

Employees and their eligible dependents have access to a comprehensive employer-paid benefits program, including extended health, dental, and life insurance, and a 24/7 Employee Assistance Program (EAP).

## HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to [careers@ohntn.on.ca](mailto:careers@ohntn.on.ca)

- Please use "2026.09 – Director, OCS" as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

### **APPLICATION DEADLINE: MAY 06<sup>th</sup>, 2026**

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. The posted range reflects the full salary band for the role. Starting salary will be determined based on experience, qualifications, and internal equity.

*Artificial intelligence may be used in the screening of applications.*

*We welcome those who strive to understand and appreciate the diversity of our network, population, and community. Committed to Anti-Racism and Truth & Reconciliation efforts, the OHTN is dedicated to treating everyone respectfully and fairly. We are also committed to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome applications from persons living with HIV/AIDS and from diverse backgrounds - no matter their race, ethnicity, sex, gender identity and expression, sexual orientation, nationality, socioeconomic status, religion, caste, language, age, and health or other status - to join our team.*

*We continuously act to implement our Anti-Black Racism and Truth & Reconciliation plans and our DEI policy, fostering equitable, inclusive and accessible processes throughout our entire organization. If you require any*

*accommodations during the hiring process, please do not hesitate to let us know and we will work together to meet your needs.*

*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.*