Job Description

Job Title  Scientific Project Coordinator
Reference  17781
Location  UWO Main Campus
Faculty/Unit  Schulich School of Medicine and Dentistry
Department  CIHR Institute of Aging
Full/Part Time  Part-Time
Employee Group  Non Union
Appointment Type  Contract
Appointment Status  Temporary Full-Time

Classification & Regular Hours

Hours per Week: 35
Salary Grade: 13

Please note, this is a wholly grant funded, 2-year, temporary full-time contract opportunity. This contract will include a comprehensive benefits package.

About Western

With an international reputation for success, Western ranks as one of Canada's top research-intensive universities. Our research excellence expands knowledge and drives discovery with real-world application. Western also provides an exceptional employment experience, offering competitive salaries, a wide range of employment opportunities and one of Canada's most beautiful campuses.

About Us

The Canadian Institutes of Health Research (CIHR) is Canada’s health research investment agency. Its mandate is to excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge and its translation into improved health for Canadians, more effective health services and products and a strengthened Canadian health care system. The Institute of Aging is one of the thirteen institutes of CIHR. Each Institute is dedicated to a specific area of focus, linking and supporting researchers in pursuing common goals. As one of the 13 Institutes of CIHR, the Institute of Aging shares responsibility for achieving the principal objectives of CIHR. The Institute of Aging's mandate is the aging person in an aging society, and the effects of different diseases and conditions on aging.

The Institute has a vision to position Canada as a leader in the creation of knowledge through health research that benefits all Canadians and the global community. The Institute of Aging works very closely with all the other 12 CIHR Institutes and is the main co-leader of a number of crucial multi-institute initiatives, including the Canadian Longitudinal Study on Aging, as well as the Dementia Research Strategy and its national (Canadian Consortium on Neurodegeneration in Aging) and international components. The Institute of Aging also contributes intensively to the Canadian presence in a number of international initiatives within its mandate.

Responsibilities
The Scientific Project Coordinator researches and prepares background and reference materials for the various needs of the Institute and acts as the primary point of contact for the Institute on working groups and committees. The incumbent manages relationships and follow-up activities with partners in collaboration with the other members of the IA team. The incumbent will also contribute to the development and drafting of articles and funding opportunities on relevant topics and will be the scientific resource for the Institute on the projects and initiatives that they lead.

**Qualifications**

**Education:**
- Master’s Degree, preferably in a relevant health or health related discipline
- Project Management Professional Certification completed or in progress

**Experience:**
- 2 years project management or coordination experience in qualitative and/or quantitative research

**Knowledge, Skills & Abilities:**
- Project management skills to align projects with strategic goals and operational objectives, ensure team roles are clear, milestones are communicated, and deadlines are met
- Familiarity with regulations and guidelines governing research in an academic environment
- Fluency in French (written and spoken) is an asset
- Communication skills with the ability to converse with, write reports for, and deliver scientific presentations to all levels of the organization
- Verbal communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience
- Ability and willingness to employ a consultative and collaborative approach to addressing issues and making decisions
- Ability to handle details with a high degree of accuracy and to organize and prioritize a high volume of work to meet deadlines
- Ability to provide solutions and ideas for improvement by using imaginative approaches where constructive thinking and innovation are required
- Ability to draw on diversity of skills, backgrounds and knowledge of people to achieve more effective results
- Ability to ensure confidentiality and privacy is maintained through the appropriate retention and destruction of information
- Ability to ensure expenditures and resources are within allotments, and to consult on making appropriate modifications when required
- Ability to work within a flexible schedule to accommodate the Institute’s events and activities including the ability and willingness to travel within Canada and internationally
- Ability to work independently and effectively as a member of the team to achieve Institute goals
- Advanced computer skills in Microsoft Office Suite, statistical software packages and comfort with other collaboration technologies including Webex and Skype
- Ability to evaluate issues, recognize potential problems and take action to proactively resolve issues
- Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines

**Background Checks**

Please note, successful applicants may be required to produce a current Federal Government Record Check prior to commencing employment.

**Western Values Diversity**

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Posting Information https://myhr.uwo.ca/psc/hrprdw...
Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.