

## Job Details

**Job Title** Research Special Projects Officer, Lawson

**Job ID** 61972

**Location** Other

**Full/Part Time** Full-Time

**Regular/Temporary** Regular

**Favorite Job** ☆

### Posting Period

Open Date: June 23, 2018

Deadline: July 26, 2018

Non-Union

Different terms and conditions of employment may apply to externally funded positions.

### Department Name

Lawson Health Research Institute - Lawson Administration

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of Canada's top ten research institutes, we are committed to furthering scientific knowledge to advance health care around the world.

The Research Special Projects Officer builds clinical research capacity by fostering collaborative relationships with stakeholders and leading on organization initiatives. They actively assist industry sponsors and contract research organizations (CRO) with placing clinical study opportunities with Lawson clinical investigators. They will be responsible for monitoring and actively managing an on-going portfolio of projects to ensure deliverables and timelines are met and that Lawson is advancing its clinical research activity.

Rate of Pay: To commensurate with experience

Hours of Work: 37.5 hours per week

### Qualifications

- Successful completion of a three (3) year Undergraduate Degree program in Business or Health Sciences or Science, or a one (1) year Community College Diploma post graduate program in Project Management, Business or equivalent
- Minimum three (3) years related experience
- Certification in Project Management and/or Clinical Research (SoCRA or ACRP) desired
- Demonstrated knowledge of legislation, regulations, standards and guidelines relevant to clinical research
- Proven project management experience with experience in leading projects as assigned with attention to detail and meeting deadlines
- Knowledge of clinical research conduct
- Previous budgeting experience preferably within a health care environment
- Demonstrated excellent interpersonal skills; with the ability to network and maintain professional relationships
- Excellent communication skills with proven ability to work effectively as part of a team.
- Able to communicate complex information to decision makers and key stakeholders in a clear and concise manner.
- Familiarity with Microsoft Office Suite, Outlook and database software
- Demonstrated excellent time management and organizational skills with the ability to problem solve independently
- Ability to promote research capabilities and infrastructure
- Demonstrated knowledge of and commitment to the principles of patient and family-centred care
- Demonstrated knowledge of and commitment to patient and staff safety
- Demonstrated ability to attend work on a regular basis

London Health Sciences Centre is committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC encourages applications from persons with disabilities and we are committed to providing accommodations upon request.

We foster a culture of patient and staff safety whereby all employees are guided by LHSC's Mission, Vision, Values and Code of Conduct.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 3 months.