

Job Details

Job Title Coordinator, Clinical Research Services - Lawson Research

Job ID 54408

Location London Health Sciences Centre

Full/Part Time Full-Time

Regular/Temporary Regular

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Posting Period

Open Date: May 16, 2016

Deadline: May 29, 2016

Non-Union

Department Name

Lawson Health Research Institute

Job Summary

Lawson Health Research Institute is one of the top ten hospital based research institutes in Canada. Reporting to Lawson's Manager, Grants and Contracts, the Coordinator, Clinical Research Services is accountable for all operational aspects of Lawson's Clinical Research Service (LCRS) and Centre for Clinical Investigations & Therapeutics (CCIT) and leading research unit staff. These research resources support clinical research city-wide as fee-for-service business units of Lawson.

The Coordinator, Clinical Research Services works with principal investigators, Manager, CCIT Medical Director and Lawson Research Finance to develop and implement processes to assess study feasibility, negotiate and manage budgets, track expenses, and provide regular reports of key metrics related to individual clinical studies and unit operations. The Coordinator provides oversight and direction to principal investigators, research teams, and unit staff on all aspects of clinical research studies from inception to close including promoting a culture of quality in clinical research, research participant safety, and best practices for clinical research unit operations.

The Coordinator will also work with Lawson's administrative management team and Medical Director to provide input in the decision making and strategic direction of Lawson and well as build and maintain reciprocal, strategic relationships with networks of internal and external stakeholders in order to promote and facilitate research within the units.

Competencies

Critical:

- Impact and Influence
- Results Orientation
- Quality, Safety and Service Orientation
- Business Acumen

Other:

- Developing Others
- Holding Self and Others Accountable
- Visionary Leadership
- Strategic Orientation
- Emotional Intelligent and Assertiveness

Qualifications

- Successful completion of a recognized Bachelor of Science degree in a health sciences related discipline
- Related post-graduate education in clinical research preferred
- Certification as a clinical research professional with ACRP or SOCRA preferred
- Minimum three (3) years previously related experience, preferably in a hospital based research institute
- Minimum two (2) years recent experience in a related leadership role
- Demonstrated experience applying clinical research compliance framework (e.g. laws, guidelines, policies, and standard operating procedures)
- Demonstrated experience managing a research unit including planning, prioritizing, budgets, services, and workloads preferred
- Fluent and computer literate with computer systems such as email, MS Word, Excel and PowerPoint, electronic patient health records
- Demonstrated behaviours supporting the Core Values of LHSC - Respect, Trust and Collaboration
- Demonstrated knowledge of and commitment to patient, research participant and staff safety at LHSC
- Demonstrated commitment to the development of professional practice, mentorship, life-long learning and excellence in clinical research
- Understanding of and experience with workload measurement, staffing and scheduling and budgeting an asset
- Strong participatory leadership and team building skills and highly developed organizational skills
- Excellent interpersonal skills with effective communications skills, both orally and in writing, for interacting with all levels of hospital personnel and with external partners; strong negotiation and conflict resolution skills
- Excellent problem solving, decision-making, planning and evaluation skills
- Demonstrated ability to foster collaboration and contribute effectively as a member of an interdisciplinary team
- Recognition and understanding of Emotional Intelligence (EI) and how EI is applied in practical situations with the ability to assess emotional factors
- Demonstrated ability to effectively work with diversity, appreciating that different opinions, backgrounds and characteristics can bring richness to the challenge at hand
- Demonstrated ability to balance multiple and competing priorities on a daily basis
- Demonstrated ability to attend work on a regular basis

Other Information

London Health Sciences Centre fosters a culture of patient and staff safety whereby all employees are guided by the Mission, Vision, Values and Code of Conduct of LHSC. LHSC 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.

Submission Requirements (please submit in one MS Word document)

- Cover Letter, Resume and Listing of Education, Credentials and Certifications
- Written summary identifying how you demonstrate the Core Values of LHSC (in less than 150 words)

Successful candidates, as a condition of job offer, would be required to provide a satisfactory vulnerable sector policy check (original document) completed in the last 4 months.