Job title: People and Operations Coordinator

Departments: Centre for Health Evaluation and Outcome Sciences (CHÉOS) & CIHR Canadian HIV Trials Network (CTN) at Providence Research (PR)

Location: St. Paul’s Hospital, Vancouver, BC

Salary & Benefits Package: Salary will be in accord with experience; competitive benefits package including four weeks of paid vacation to start, extended health and dental plans, and membership in the Municipal Pension Plan with employer contributions

Desired Start Date: As soon as possible

Full/Part-time: Full-time (37.5 hours/week)

Appointment Type: This is a core, ongoing, regular-status Providence Health Care (PHC) position (union-excluded). However, all research-funded positions are dependent on grant funding continuing to be available.

Application Closing Date: Open until filled

How to Apply: Interested candidates should email their resume, cover letter, and two writing samples to hr@cheos.ubc.ca. Applications that do not include all requested materials will not be reviewed.

Equity and diversity are essential to research and academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person who identifies as First Nation, Metis, Inuit, or Indigenous. CHÉOS/CTN welcomes a broad range of applicants and accommodations are available for candidates taking part in all aspects of the selection process.

We welcome applications from candidates legally entitled to work in Canada.

Who We Are

Bridging the gap between data, research, and care, CHÉOS is a collaboration between cross-disciplinary scientists and expert research staff evaluating the effectiveness of health interventions at the population level.

The CTN is a collaborative network committed to generating knowledge on the prevention, treatment, and management of HIV, hepatitis C, and other sexually transmitted and blood-borne infections (STBBIs) through the conduct of scientifically sound clinical trials, research, and other interventions.
From assessing the cost-effectiveness of a new drug or treatment option to informing policy decisions that change how care is delivered, CHÉOS and the CTN seek to improve health outcomes for all.

Our Commitments to You

At CHÉOS, we are committed to providing an inclusive, dynamic, and cooperative work environment in which all members are encouraged to pursue personal and professional growth. We offer a competitive salary and excellent benefits, including:

- A minimum of 4 weeks of paid vacation annually
- Paid time off between the December and January statutory holidays
- Other paid leaves to support health, wellness, and work-life balance
- Employer-paid extended health and dental plans, long-term disability and life insurance
- Membership in the Municipal Pension Plan with employer contributions

The Role

Reporting to the Human Resources Manager and Senior Operations Manager, the People and Operations Coordinator supports the human resources (people) and administrative (operations) departments in a variety of functions, including full-cycle recruitment; workplace culture and morale projects; promoting equity, diversity, and inclusion (EDI) initiatives; and synthesizing and disseminating workplace policies from Providence Health Care (PHC), Providence Research (PR), the University of British Columbia (UBC), and BC Employment Standards laws. Working within the operations department, the position also coordinates a variety of administrative/operational matters and special projects such as logistics related to facilities.

Human Resources

- Coordinate and facilitate people operations functions, including but not limited to; recruitment and staffing, compensation and benefits, training and development, and occupational health and safety.
- Help develop anti-discrimination policies, and other policies aiming to advance EDI at the Centre.
- Tactfully communicate sensitive information such as salary, title, or FTE adjustments.
- Draft, communicate, and promote diversity and inclusion initiatives, such as “Days/Events of Note”, anti-discrimination policies, and relevant workshops and resources.
- Research, initiate, and support in-house professional development and training opportunities for staff and Scientists.
- Draft accessible and inclusive job descriptions, liaise with Centre/Network communications team to advertise vacancies, sort and help review applications and interview candidates.
- Manage Scientist and Research Associate appointment letters and maintain associated lists.
- Maintain familiarity with employee benefit and pension plans and personnel policies.
- Manage internal HR manual/guide.
- Contribute to a positive work environment that stimulates inclusivity, excellence, creativity, professionalism, collegiality, and well-being.
- Monitor the recruitment email account.
- Provide coverage for other administrators, as required.
- Other related duties as assigned.
Facilities Management

- Conduct ongoing analysis of office space ensuring that all programs within CHÉOS/CTN have appropriate space allocations and keep the management team apprised of resource allocations.
- Other related duties as assigned.

Event Planning & Special Projects

- Participate in and support the planning, organization, and execution of event logistics for internal and external events with other administrative personnel.
- Attend external and internal events for networking purposes, keeping management and staff abreast of pertinent information acquired.
- Provide special projects support to the operations team, or other department employees as the need may arise.
- Other related duties as assigned.

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of three years’ experience or the equivalent combination of education and experience. Must be familiar with or have a keen interest in advancing equity, diversity, and inclusion initiatives from a holistic perspective.

Preferred Qualifications and Skills

Previous experience working with health care researchers, or in a research area at UBC or its affiliated hospitals is an asset but not required. Training in cultural safety and equity & inclusion is beneficial. HR certification is considered an asset but not required.

- Excellent skills in MS Office, Excel, Adobe Acrobat.
- Stellar written and oral communications, especially pertaining to communicating sensitive information. High regard for effective communication.
- Strong interpersonal skills, enabling effective work independently and within a team.
- Sensitivity to and understanding of inclusive and equitable practices at work; a keen interest in seeking out related knowledge and training.
- Organized with the ability to prioritize and meet deadlines.
- Genuine interest in and keen ability for attention to detail and accuracy.
- Excels at taking initiative and advance planning for projects.
- Strong critical thinking skills.
- Aptitude to grasp new concepts quickly and efficiently.
- Ability to employ tact, discretion, and diplomacy.

Covid-19 Vaccine Mandate

This position is located within a healthcare facility. Therefore, this position requires successful verification of full vaccination against Covid-19 provided prior to the start date, as required by the provincial health mandate.