
Manager, National Infrastructure, Canadian Partnership for Tomorrow Project (CPTP) (Level 7)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding for a second five-year mandate to 2017, our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Cancer Control Division, headed by the Vice President. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians.

The Canadian Partnership for Tomorrow Project (“CPTP”) is a significant, long term research platform designed to explore how factors such as genetics, behaviour, environment and lifestyle contribute to the development of cancer and other chronic diseases. The CPTP has enrolled over 275,000 Canadians aged 35 to 69 who will be followed for decades to support leading edge Canadian and international trans-disciplinary population health and chronic disease research. The Partnership is the largest single funder of the CPTP and has responsibility for establishing the project’s key infrastructure.

Overview of Role

Reporting to the Director, Canadian Partnership for Tomorrow Project, the Manager, National Infrastructure is responsible for driving the continued development and oversight of the pan-Canadian infrastructure of the project, chiefly including the sourcing and ongoing functioning of a central data repository and biorepository facility and the expansion of CPTP to new regions. This position provides administrative oversight and management of the day-to-day operations of the project’s national infrastructure coordination and supports contract and budget administration in collaboration with the Partnership’s Procurement Team and Delivery Management Office. The incumbent will work closely with the Director, the CPTP team and internal Partnership teams, and be a point of contact for certain external stakeholders, to effectively deliver the CPTP’s mandate, on time and within budget.

Mandate-Specific Accountabilities

- In collaboration with the Director, advisory committees, standing committee Chairs, regional representatives, funding partners, institutional sponsors, selected suppliers, and other external stakeholders, manage the implementation and further developments of key pan-Canadian infrastructure including:
 - Pan-Canadian data repository
 - Pan-Canadian biosample repository
 - Continued enhancements of the infrastructure
- Responsible for administrative oversight and management of the day-to-day operations of the project's national coordination centre to ensure project delivery is aligned with organization's strategic priorities and overall workplans
- Collaborates with partners, Procurement and the Delivery Management Office (DMO) to
 - Create funding agreements to support infrastructure projects
 - Review, negotiate and execute agreements
 - Provide content expertise on contract administration
- Identify, evaluate, and procure resources or services relating to the ongoing operation and implementation of the CPTP infrastructure
 - Be point of contact for Procurement and the DMO in leading content development and implementation of RFPs
 - Develop due diligence plan in evaluating proposals
- Participates as a member of various project committees and working groups, and provides support to committee Chairs, the CPTP Director and Senior Scientific Leader, and others within the governance structure, to help ensure the excellent functioning of the project
- Participates as a content expert in meetings with key partners, committee chairs and expert panels as assigned by the Director including leading the agenda, issues management and ensuring appropriate follow up
- Works closely with the Director to review, measure and develop indicators to support the Partnership's performance measurement strategy
- Identifies opportunities for strategic linkages with other programs, initiatives and partners, both within and outside the organization, initiating and maintaining contact with external and internal stakeholders and with networks of expertise including research administrators at other institutions as necessary
- Works closely with the DMO to report on the status of the program / projects, and ensures compliance with corporate reporting requirements for the Board and Committees

- Works with the Financial Analyst to track the budgets for the CPTP, and is able to provide updates to the Director and senior CPAC staff as required.
- Line management responsibilities for secondment positions as required
- Assists the Director, CPTP as needed

General Accountabilities

- Drives innovation and culture change by integrating cross-function teams, delivering accelerated impact and reinforcing a collaborative culture
- Mentors and coaches other staff based on unique skills and expertise
- Accountable for collaboration across divisions and portfolios and with external partners
- Supports Director/VP Accountabilities, overall strategic priorities and core enabling functions
- Supports Division strategy and goals, allocates resources and delivers results on time and within budget

Division of Time by Area of Accountability

Delivering Core Mandate: 60-70%

Coaching and Mentoring staff: 5-10%

Supporting Director: 15-20%

External Relationships, Promotion and Outreach: 5-10%

Essential Skills and Attributes

- Strong knowledge and experience in research infrastructure and administration, including contract and agreement drafting, negotiation and management, and experience working with both legal and operational teams
- Demonstrated management skills in academic or hospital-based research
- Strong internal and external relationship management skills, including with vendors, and partner organizations
- Strong communication skills, both oral and written to be able to directly and effectively communicate with a wide variety of project stakeholders including provincial agencies and collaborating health care institutions as well as the CPAC team to ensure project timelines and deliverables are met
- Ability to proactively lead and respond to change
- A commitment to collaboration and a joint-accountability approach
- Familiarity with current policy issues/philosophies, initiatives of health research funding agencies in Canada an asset
- An understanding of funding agency and university partnerships in Canada an asset
- Strong knowledge-sharing skills, ability to interact and work effectively with colleagues and staff
- Quality orientation and attention to detail
- Adaptability, flexibility, diplomacy and tact
- Ability to prioritize and multi-task within a fast-paced environment

Experience and Education

- Master's degree preferably in health science, research or related field (such as a MBA with research administration experience or MPH) or equivalent combination of training and experience
- A minimum of 7-10 years related health research or research infrastructure manager experience
- Experience managing significant research projects at a provincial and preferably a national level with multiple stakeholders
- Proven ability engaging and aligning multiple stakeholders around key deliverables in the development and implementation of significant projects
- Excellent knowledge and demonstrated experience of health sector issues/challenges, preferably cancer
- Experience in complex research administration in health sector an asset
- Previous experience working in the early stages of building large scale an asset
- Experience with industry and in the not-for-profit sector would be an asset