

Job Details

Job Title Temporary - Lawson, Research Administrative Coordinator -
Department of Paediatrics
Location Victoria Hospital

Job ID 64336

Full/Part Time Part-Time

Regular/Temporary Temporary

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Posting Period

Open: January 25, 2019

Deadline: January 31, 2019

Non-Union

Department Name

The Research Administrative Coordinator ensures the effective and efficient administration of all matters related to the Department of Paediatrics' financial affairs, resources, and administration in support of research programs. Key responsibilities include management of operating and research accounts, liaison with partner organizations, and administrative matters to achieve the goals of the Department of Paediatrics research program. The successful candidate will report directly to the Deputy Chair of Research, Department of Paediatrics.

Rate of Pay: To commensurate with experience

Hours of Work: 15 hours per week

Duration: January 28, 2019 - January 27, 2020

Qualifications

- Bachelor's degree, science or health care related
- 5 years' experience in financial management and a supervisory role, preferably in academic and/or research environment
- Experience with engaging stakeholders, current stakeholder relationships an asset
- Experience with research program development, budget preparation, grant writing and submissions across various platforms
- Knowledgeable in Western University Research Ethics Board, central boards and processes
- Knowledge of national and international regulatory regulations and requirements
- Knowledge of the principles of research ethics, good clinical practices, and industry training standards
- Bilingual (French/English)
- Experience with LHSC/Lawson Health Research Institute administrative policies/procedures, financials/HR system
- Experience with Western University administrative policies/procedures, Peoplesoft Financials/HR system
- Proficient in computer applications and software such as Microsoft Word, Excel, PowerPoint
- Experience in developing and implementing Standard Operating Procedures an asset
- Exceptional interpersonal and communication skills (both verbal and written)
- Experience in writing and publishing reports an asset
- Demonstrated organizational skills
- Experience in organizing small group meetings is a must and experience in organizing large group meetings an asset
- Ability to liaise effectively with partner organizations
- Excellent decision-making, problem recognition and problem solving skills
- Ability to work effectively both independently and as part of a team
- Strong ability to be flexible, adaptable and manage change
- Experience in negotiation and conflict resolution skills
- Demonstrated attention to detail and accuracy
- Ability to remain calm in an often stressful and fast paced environment
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated ability to attend work on a regular basis

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

We are 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.

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.