



Manager of Clinical Content and Research Development

Permanent Full-time

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) is the national voice for women's health in Canada with a mission to lead the advancement of women's health through excellence and collaborative professional practice.

The SOGC has over 4,000 members, comprised of: obstetricians; gynaecologists; family physicians; nurses; midwives and allied health professionals working in the field of sexual and reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on sexual and reproductive health and on evidence-based training and education. The SOGC leads the development of 12–17 clinical practice guidelines per year and hosts three regional continuing medical education meetings, and an Annual Clinical and Scientific Conference. The SOGC also coordinates and hosts in-person and virtual academic programs for participants at all stages of their career: medical students, residents and practicing health professionals.

POSITION DESCRIPTION

The SOGC is seeking a highly motivated and experienced Manager of Clinical Content and Research Development to join our team.

Reporting to the Chief Scientific Officer, the **Manager of Clinical Content and Research Development** will oversee staff, solve complex problems, seek funding opportunities, write compelling proposals, conduct literature reviews, and analyze evidence for the development of clinical guidance documents and accompanying resources.

The successful candidate will work closely with the Chief Scientific Officer to ensure the effective management of clinical and scientific content and contribute to the advancement of obstetric, gynaecologic and sexual and reproductive health care in Canada.

The role is critical in ensuring the organization's programs are managed effectively, funding opportunities are maximized, and clinical guidance documents, health care provider information and public information are based on the best available evidence.

KEY RESPONSIBILITIES

Staff Oversight and Management

- Supervise and support a team of staff members, ensuring efficient workflow and high performance.
- Conduct regular team meetings to review progress, address challenges, and facilitate communication.
- Provide mentorship, training, and professional development opportunities to staff.
- Conduct performance evaluations and implement strategies for staff growth and improvement.

Problem Solving and Operational Management

- Identify, analyze, and resolve operational issues to ensure smooth program execution.
- Develop and implement process improvements to enhance program efficiency and effectiveness.
- Collaborate with other departments, SOGC members and stakeholders to address cross-functional challenges.
- Lead and provide leadership and expertise for program creation.

Funding Opportunities and Proposal Writing

- Identify potential funding sources, including grants, donations, and partnerships at the federal, provincial and local levels.
- Develop and maintain relationships with funding organizations and key stakeholders.
- Write and submit high-quality funding proposals that align with the SOGC's mission and strategic goals.
- Monitor and report on the status of funding applications and manage awarded funds.

Literature Reviews and Evidence Analysis

- Conduct comprehensive literature reviews to gather relevant information and evidence for clinical guidance documents, including accompanying information for health care providers, patients and the public.
- Critically appraise and synthesize research findings to inform the development of evidence-based guidelines.
- Collaborate with clinical experts and committees to ensure the accuracy and relevance of guidance documents.
- Prepare detailed reports and presentations summarizing research findings and recommendations.

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- Post-graduate degree in a related Science, Public Health, Medical Sciences or a related field. A PhD is preferred.
- Minimum of 5 years of experience in program management, preferably in an academic, healthcare or non-profit setting.

- Proven experience in staff management and team leadership.
- Strong track record of successful grant writing and securing funding.
- Knowledge of obstetrics, gynaecology and sexual and reproductive health.
- Excellent problem-solving and analytical skills with the ability to make informed decisions.
- Strong research and evidence synthesis capabilities.
- Exceptional writing and communication skills, with the ability to produce high-quality proposals and reports.
- Ability to manage multiple projects and deadlines effectively.
- Proficiency in Microsoft Office Suite and relevant research software.
- Highly organized and detail oriented.
- Collaborative and team-oriented with strong interpersonal skills.
- Proactive and self-motivated with a commitment to continuous improvement.
- Adaptable and able to thrive in a fast-paced, dynamic environment.
- Self-directed independent thinker.
- Creative and innovative.
- Bilingual (English and French) is preferred.

ADDITIONAL JOB REQUIREMENTS

- Ability to work occasional weekends and evenings.
- Some travel may be required.

WHAT WE OFFER:

Total Compensation Package which includes:

- Benefits after three months.
- Pension matching after one year.
- Three weeks of vacation.
- Hybrid flexible workplace split between in-office and home office schedules.

Please submit your cover letter and resume to careers@sogc.com.

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.