



Research Project Manager (1 Year contract with possibility of extension)

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) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

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 reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

POSITION DESCRIPTION

The Research Project Manager supervises the SOGC's research and project team. He/she plans and coordinates the execution of research projects, drafts research proposals, selects research methods, manages budgets, and presents research findings. They also track and disseminate project funding opportunities, initiate projects and hold meetings with partners and collaborators.

The Research Project Manager will also be responsible for leading and performing the literature review process for content updates to the SOGC's Obstetrical Content Review Manual and Clinical Practice Guidelines related to women's health. They will be required to develop and refine search strategies based on expert and author input, liaise with authors and manage reference databases.

This role will act as the organization's expert in developing evidence-based methodologies to undertake literature review and synthesis including designing, executing and documenting search strategies, selecting and screening articles, managing and distributing results, verifying and integrating references into written documents according to prescribed standards and acquiring personal or copyright permissions, as needed. The Research Project Manager will work closely with content experts and authors to assist with communicating complex medical information using clear and compliant writing.

KEY RESPONSIBILITIES

- Plans, coordinates and executes assigned projects;
- Supervises team members on daily basis;
- Tracks project progress and reports to senior management;
- Works with senior management in preparation of project budgets and schedules;
- Monitors and control expenses within allotted budgets;
- Oversees project reporting;
- Monitors funding opportunities and leads the development and submission of applications;
- Works with clinical experts and authors to facilitate development and update of medical content contained in the Obstetrical Content Review Manual and Clinical Practice Guidelines;
- Develops, refines and executes all literature searches using reputable clinical databases and search engines;
- Screens search results for all relevant articles related to the clinical topic based on input from authors and clinical experts;
- Coordinates with experts and authors to ensure the timely review of articles to meet the predetermined deadlines;
- Reviews content to ensure consistency with other SOGC material; and
- Identifies and drafts clinical/public materials and resources that are complementary to literature reviews and guidelines.

QUALIFICATIONS, EXPERIENCE and KEY SKILLS

- PhD in a relevant field;
- Experience leading the development and submission of funding applications;
- A record of peer-reviewed publications;
- In-depth knowledge of the field of women's reproductive health;
- Strong scientific/medical writing skills evidenced by good quality writing of Medical Affairs communications and/or publications in peer-reviewed journals;
- Ability to navigate clinical literature, clinical protocols, clinical study reports, investigator brochures, publications and medical congress materials;
- Working knowledge of referencing software (e.g., EndNote);
- Able to work independently after receiving appropriate guidance;
- Excellent organizational skills with ability to prioritize, multi-task and work in a fast-paced environment;
- Strong interpersonal skills and ability to work with a highly matrixed cross-functional team;

- Capacity to collaborate effectively with others while promoting cooperation and partnerships between individuals and groups;
- Ability to effectively communicate by articulating and conveying ideas/information clearly, and to listen effectively in order to respond appropriately to various requests;
- Bilingualism (English/French) is an asset.

ADDITIONAL JOB REQUIREMENTS

- Ability to work weekends and overtime
- Some travel will be required

Please clearly demonstrate how you meet the requirements of the position in your application/cover letter.

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.

Should you be interested in this position, please submit your cover letter and resumé to careers@sogc.com.

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