Project Manager Job Description

Organizational Background

The Maternal Infant Child Youth Research Network (MICYRN) is a federally incorporated, nonprofit charitable society that joins 21 member maternal-child health research organizations with over 25 affiliated practice-based perinatal and pediatric research networks, based at teaching hospitals affiliated with the 18 medical schools across the country. MICYRN's principal role is to improve the quality and impact of research through the provision of a coordinated infrastructure that supports research teams working across Canada and beyond.

Maternal and child health institute leadership across Canada have recently highlighted a collective desire to develop a national clinical trials infrastructure. To that end, MICYRN works with leadership representatives from our member sites to identify and implement shared priorities toward developing this infrastructure, which will support clinical investigations, with an emphasis on multi-centre clinical trials.

MICYRN is seeking an experienced clinical project manager to help achieve the program goals associated with building a child-family centric clinical trial infrastructure. This is a full-time 2-year, grant-dependent contract role with the possibility of extension. Given the distributed model of the MICYRN Coordinating Centre, the incumbent will be working remotely with the team and need not be physically based at the Vancouver office.

Commitment to Equity, Inclusion and Diversity

It takes diversity of thought, culture, background, and perspective to create a truly national research network. MICYRN is a research network with a diverse member base and growing national and global partnerships, which is why the approach we take reflects that: national perspectives, global diversity. As we build our expertise in supporting maternal and child health research in Canada and beyond, we know we must have the most talented employees with diverse backgrounds, cultures, perspectives and experiences to support our innovation. We are an equal opportunity employer and strive to build a balanced team from all walks of life.

Nature of the Work

Under the direction of the associate director of clinical trials (ADCT) and scientific director of MICYRN, the individual will lead complex nationally and internationally designed maternal-child health clinical research studies, providing project management by initiating, conducting, reporting, and providing support to ensure successful project completion. The individual will also play a key role in the development of project plans, protocols, case report forms, training resources, and educational materials.

Project Manager Duties

- Designs and oversees operational plans including protocol and informed consent drafting, safety and regulatory document drafting
- Collaborates/consults with researchers by reviewing, evaluating and making recommendations for project/ research program initiatives
- Assists study teams in the submission, management, and execution of ethics, contract, and regulatory applications
- Track milestone/project-based activities, issue management, annual report, and budget tracking responsibilities
- Develops SOPs and training materials for project specific protocols
- Communicates effectively by establishing strong working relationships with a diverse group of clinical trial sites, investigators, and other important stakeholders.
- Works with stakeholders to develop master-level contracts to streamline future clinical project agreements
- Explores current interprovincial challenges of data sharing, transfer and linkage and collaborates with national stakeholders in potential solutions

Desired Qualifications and Expertise

- Bachelor's degree in a health-related field, master's degree preferred
- Minimum of three years of clinical trial coordination/project manager experience
- Completion of additional clinical research education (ACRP, SoCRA) is an asset
- Experience with contractual/legal agreement, REB, familiarity with ICH-GCP, FDA and TPD, MDD regulatory requirements
- In-depth knowledge of clinical trial methods, conduct, and challenges pertaining to mothers and children in studies
- Facilitation skills, including demonstrated ability and comfort in supporting decision making, coaching and teaching, and the ability to motivate, inspire and build confidence in others to achieve common goals
- Excellent organizational and interpersonal skills with strong ability in building relationships and maintaining networks
- Superior communication skills: written and oral
- Demonstrated ability to manage multiple projects and cross-functional teams, set priorities and meet deadlines
- Ability to work independently and be accountable for delivery of results, sometimes under time pressure
- Intermediate computer experience: Word, Excel, PowerPoint, Outlook; data management experience or knowledge is essential