

Chief Administrative Officer

Position Details

Position Information

Position Title	Chief Administrative Officer
Department/Unit	Pediatrics
Research Project	Canadian Centre for Vaccinology
Location	Halifax
Posting Number	GP73-20
Employee Group	Grant-Paid
Position Type	Term
Duration of Contract (if applicable)	1 year, with possibility of renewal
Employment Type	Full Time
Full-time Equivalency (FTE)	1.0
Salary	\$103,380 - \$114,251 per annum (37.5 hours per week)

About the Organization

An integrated, collaborative, interdisciplinary vaccine research team, the Canadian Center for Vaccinology (CCfV) is committed to developing, implementing and evaluating vaccine technologies and vaccines for infectious diseases that have a significant impact on Canadian and global health, and training experts in these critical and evolving fields. Located in the IWK Health Centre in Halifax, the CCfV is a collaboration of Dalhousie University, the IWK Health Centre, and Nova Scotia Health Authority. For more information, please visit www.centerforvaccinology.ca

Job Summary

Reporting to the Director of the Canadian Center for Vaccinology, the Chief Administrative Officer will administer and coordinate the internal operational activities in accordance with CCfV policies, goals, and objectives, and is responsible for planning, implementing, evaluating, and continuously improving CCfV's operational functions.

Key Responsibilities

- Represent the interests of CCfV by acting as a main representative for the Center along with the Executive, in new initiatives, projects, interacting with sponsors, government, institutions, and other agencies, members of the research community, and organizations.
- Lead the development and preparation of short-term and long-range organization and project plans based upon broad Center goals and objectives, as well as lead the performance management process that measures and evaluates progress against goals of the Center.
- Appraise and evaluate the results of overall operations regularly and systematically, and report those results to the Director and lead Investigators.
- Oversee the performance of the Center's multi-site research networks, including governance, communications, contracting and budgeting, and progress reporting.

- Coordinate the annual operations plan and budget, as well as direct financial and administrative staff in the development of budgets, financial reports, and other required reporting documentation.

- Supervise the functional Managers/Coordinators (Field, Laboratory, Data, Finance, Communications and administrative oversight of CCFV's Project Management function), as well as directly oversee the Administrative staff of the Center.

Note

Qualifications

Undergraduate degree in a related field with 10 years of progressive management experience (or equivalent combination of training and experience) is required. A Master's degree is an asset. Thorough understanding of finance, systems, and HR; broad experience with a range of business functions and systems, including strategic planning, budgeting, business analysis, finance, information systems, human resources, and communications is required. Demonstrated track record of results in exceeding goals and applying sound business principles is required. Experience leading teams, including virtual and multi-site teams is required. Excellent communication skills, especially the ability to write, compile reports, and presentations, along with strong problem-solving, organizational, and project-management skills are required. Must be a self-starter that can handle multiple high-priority projects simultaneously, with demonstrated experience of balancing priorities, meeting deadlines, and resolving unexpected issues. Commitment to establishing effective and positive working relationships with a broad and diverse group of stakeholders including government, sponsors, institutions/organizations, the research community, etc. is required. A calm and professional demeanor and absolute discretion, integrity and tact, in dealing with a high volume of confidential matters is required.

Additional Information

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a voluntary RRSP, health and dental plans and an employee and family assistance program.

Application Consideration

Diversity Statement

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Indigenous persons, persons with a disability, racially visible persons, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/hiringfordiversity.

Posting Detail Information

Number of Vacancies	1
Open Date	11/16/2020
Close Date	12/07/2020
Open Until Filled	No

Special Instructions to Applicant

Quick Link for Direct Access to Posting <http://dal.peopleadmin.ca/postings/4794>

Documents Needed to Apply

Required Documents

1. Résumé / Curriculum Vitae (CV)

Optional Documents

1. Cover Letter