



**Job Title** Manager, Business & Research Operations  
**Job ID** 67706  
**Location** Lawson Health Research Institute  
**Full/Part Time** Full-Time  
**Regular/Temporary** Regular

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### **Posting Period**

Open: September 12, 2019  
Deadline: September 26, 2019

### **Department Name**

Lawson Health Research Institute

### **Compensation**

\$90,154.35 to \$112,694.40 per annum

### **Job Summary**

Lawson Health Research Institute (Lawson) is the research institute of London Health Sciences Centre (LHSC) and St. Joseph's Health Care London (St. Joseph's), and works in partnership with Western University. This alliance and pooling of knowledge and resources enables Lawson to retain and develop the expertise, equipment, and infrastructure that is crucial for innovation. With 7 hospital sites across London, over 250,000 square feet of dedicated research space, over \$125 million in annual research income, more than 500 new clinical trials each year, and more than 2,400 principal investigators, support staff, volunteers, students and fellows, Lawson has a proud history and is a dynamic, fast-paced environment to build your career in Business and Research Operations leadership.

Come join one of the Top 10 research institutes in Canada where we are committed to furthering scientific knowledge to advance health care around the world!

Reporting to the senior leadership of Lawson, the Manager, Business and Research Operations provides strategic, corporate leadership to assist with the development and implementation of systems, processes, and methodologies to advance enhancements to Lawson's decision support systems, strengthening the availability and quality of performance data and the knowledge/skills of analysis, interpretation, and utilization of data/information to drive quality and performance across the organization. This role requires the incumbent to collaborate extensively with Lawson Leadership and a multitude of city-wide stakeholders.

The role is responsible for proposing, establishing, education and implementing business planning and reporting together with the Chief Operating Officer, Research. The reporting audience includes the Chief Operating Officer, Research, the Integrated Vice President, Research, the Lawson Finance, Audit and Investment Committee and the Lawson Board.

## **Competencies**

### **Critical:**

- Business Acumen
- Holding Self and Others Accountable
- Impact & Influence
- Emotional Intelligence and Assertiveness

### **Other:**

- Developing Others
- Quality, Safety and Service Orientation

## **Qualifications**

- Successful completion of a recognized baccalaureate degree program in Business or Accounting
- Master's Degree in Business (MBA) or Accounting (MAcc) preferred
- Certified accounting designation (CPA, CMA, CGA, CA)
- Minimum five (5) years experience in progressively more responsible leadership roles, preferably in an academic or research environment
- Capable of developing other leaders to their full potential
- Demonstrated business expertise including management of operating and capital budgets
- Demonstrated track record of delivering results with excellent financial and quality management, project management and risk management experience
- Fluent and computer literate with computer systems such as email and Microsoft Office applications (MS Word & PowerPoint), advanced skills in Excel required
- Demonstrated behaviours supporting LHSC's Core Values of Compassion, Teamwork, Curiosity, and Accountability
- Demonstrated knowledge of and commitment to patient and staff safety at LHSC
- Demonstrated participatory and values-based leadership and a proven track record for developing and sustaining healthy work environments and effective teams while leading in a performance-driven culture
- Ability to develop self and others through coaching, mentoring and formal processes
- Ability to foster collaboration and shared direction among diverse stakeholders
- Exceptional analytical and information-seeking skills that contribute to effective decision-making and strategic planning and execution of action plans that deliver results and motivate individuals for greater performance excellence
- Self-directed, courageous, and highly motivated with excellent interpersonal and communication skills
- Experience managing competing demands in a fast-paced, multi-site, multi-disciplinary environment
- Ability to work with a diverse group of leaders and stakeholders with demonstrated success in moving key stakeholders to positive resolution and to facilitate and coach on change initiatives
- Recognition, understanding and demonstrated Emotional Intelligence (EI), particularly emotional self-awareness, assertiveness, optimism, stress tolerance and empathy, in a variety of situations
- Demonstrated track record as a highly regarded contributor within a management team
- Demonstrated ability to attend work on a regular basis

**Other Information**

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.

**Submission Requirements (please submit in one MS Word document)**

- **Cover Letter, Resume and Listing of Education, Credentials and Certifications**

As part of the assessment process applicants may be required to complete a written examination or test. Please be advised that reference checks may be conducted as part of the selection process.

Successful candidates will be required to complete a health review which includes providing vaccination records or proof of immunity against Measles, Mumps, Rubella, and Varicella (Chicken Pox), Hepatitis B, Tetanus/Diphtheria/Polio; Meningitis. In addition, they will need to provide documentation of the Tuberculosis skin testing (two step).

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.