JOB DESCRIPTION

Position Title: Program Manager

ABOUT THE BC NEIHR

Funded by the Canadian Institutes of Health Research (CIHR) Institute of Indigenous Peoples' Health, the British Columbia Network Environment for Indigenous Health Research (BC NEIHR) is one of nine Indigenous-led networks across Canada that support research leadership among Indigenous (First Nations, Métis and Inuit) communities, collectives and organizations (ICCOs). The purpose of the Network Environments for Indigenous Health Research Program is to establish a national network of centres focused on capacity development, research and knowledge translation (KT). This network of centres provides supportive research environments for Indigenous health research led by and grounded in Indigenous communities in Canada.

This five-year program also supports Indigenous student research as well as facilitates community-led research partnerships between ICCOs, students, researchers and organizations. Through an extensive network of experienced and dedicated members and partners, including First Nations Health Authority (FNHA), BC Association of Aboriginal Friendship Centres, and Métis Nation BC, the BC NEIHR supports an Indigenous-led provincial health research agenda.

Woven from the values, knowledge systems, priorities and leadership of Indigenous Peoples in BC, our collective vision is to contribute to the improved health, wellbeing and strength of Indigenous Peoples by:

- Supporting Indigenous health research leadership
- Supporting culturally safe and ethical Indigenous health research
- Supporting Indigenous health research development
- Supporting Indigenous health research capacity development

In 2024, the BC NEIHR was successfully renewed for the next phase (2025-2030) of the program and will be operating at a new host institution at the Centre for Collaborative Action on Indigenous Health Governance (CCAIHG) within the Faculty of Health Sciences at Simon Fraser University. The BC NEIHR will be nested and supported by a collaborative Indigenous-led health governance research centre that aims to foster knowledge exchange, mentorship and research.

POSITION SUMMARY

We are seeking a highly motivated full-time (37.5 hours per week) **Program Manager** to join our network, which is hosted at the Centre for Collaborative Action on Indigenous Health Governance (CCAIHG) at Simon Fraser University (SFU). The Program Manager will work collaboratively with the BC NEIHR staff and CCAIHG staff, BC NEIHR Governing Council, Principal Investigators, Co-Applicants, Internal and External collaborators and SFU interdisciplinary teams to manage BC NEIHR staff and activities associated with the network.

The Program Manager will offer technical, strategic, and administrative support to the BC NEIHR Nominated Principal Applicant (NPI) and CCAIHG Senior Research Manager by supervising and mentoring BC NEIHR support staff and student employees, providing updates to the NPI on deliverables, community and research partnership initiatives, KT outputs, and maintaining ethics applications and fiscal reports. The Program Manager will provide a pivotal role in establishing a strong communication pathway between BC NEIHR support staff and the NPI on various ongoing tasks and deliverables.

REPORTING RELATIONSHIPS
This position reports to the NPI Dr. Krista Stelkia and the CCAIHG Senior Research Manager, Anita Manshadi. There will be unique opportunities for mentorship provided by Indigenous health researchers, scholars, and health systems leaders within this collaborative network that can be a valuable learning opportunity for the Program Manager.

DUTIES AND RESPONSIBILITIES
- Responsible for the program management of all aspects of the BC NEIHR program, ensuring BC NEIHR objectives and funding program deliverables are met.
- Act as a centralized point of contact between the NPI, CCAIHG Senior Research Manager, Governing Council, Principal Investigators, partners, support staff, collaborators and funding agencies.
- Supervise all BC NEIHR staff, Indigenous Research Liaisons, and student employees (i.e., practicum/co-op students/affiliated Indigenous trainees).
- Manage communication of BC NEIHR funding programs, capacity bridging initiatives, funding opportunities, workshops, newsletters, etc.
- Lead the launch of annual ICCO and Indigenous graduate student funding calls as well as submission, review, and processing of funding applications.
- Manage and develop research supports for Indigenous graduate students (i.e., planning and facilitation of writing retreats).
- Work in collaboration with other NEIHR teams (PIs, Managers, etc.) and at the national level with the NEIHR National Collaboration Centre on various projects.
- Engage in partnership development and maintain regular communication with new and existing BC NEIHR partners.
- Attending and participating in regular NEIHR national meetings, planning committees, evaluation committees, etc.
- Monitor grant funds and overall project budgets, including financial reporting.
- Liaise with SFU research supports, including accounting, research services, purchasing and procurement, ethics, and university administration.
- Work collaboratively with the BC NEIHR team to identify, pursue and prepare supplementary research grant funding opportunities.
- Support administrative support staff on reimbursement, honoraria requests and reconcile other expenses as needed.
- Manage recruitment, hiring, and training of new network team members at the direction of the NPI.
- Collaborate with NPI and CCAIHG Senior Research Manager on co-developing program policies, protocols, frameworks, and/or memorandum of understanding (MOUs) with Indigenous and allied partners

- Organize various BC NEIHR events, including research symposiums, gathering for Indigenous health research, land-based activities, BC NEIHR team retreats and strategic planning
- Support BC NEIHR evaluation processes and reports
- Maintain network files for monitoring and evaluation
- Collaborate with Co-Chairs to prepare annual reports for the Governing Council and evaluation reports for CIHR.

QUALIFICATIONS

Education
- The candidate will be preferably Indigenous, graduated with a University degree (i.e., PhD, MSc, MA or MPH) in health sciences or a related field and with experience in project management and Indigenous community-based research.

Experience
- Three to five years of recent experience in Indigenous health, Indigenous health research or the health care field.
- Project management experience, preferably in a research environment.
- Experience working with Indigenous peoples and communities.
- Experience working with a wide range of stakeholders such as Elders, ICCOs, researchers, policymakers, and health systems leaders.
- Experience working directly with national (CIHR, SSHRC) and regional funding councils (Health Research BC) and other potential health support agencies.
- Demonstrate understanding of Indigenous cultural safety and familiarity with OCAP® principles and data sovereignty.
- Excellent oral and written communication skills. Experience with scholarly peer-reviewed publications is an asset.
- Demonstrates competency in academic or technical writing and communication.
- Experience in the use of software such as Microsoft Suite (PowerPoint, Word, Excel), Data Analysis Software (i.e., NVivo, SPSS, Atlas), Reference Management Software (i.e. Zotero, Mendeley) and Virtual Meeting Software (i.e., Zoom and Microsoft Teams).

APPLICATION DETAILS

Status: Full-time (37.5 hours per week) position for a one-year contract, with the possibility of extension. Extended health and dental benefits are not included.

Salary range: $80,000 to $85,000 per year

Location: Remote work. The candidate must be based in BC, as there will be occasional in-person research gatherings and team meetings in Vancouver and at our Centre office at SFU Burnaby Campus.

The successful candidate must be able to start March 31st, 2025 or earlier

How to Apply: Please send a resume, cover letter, and a 1-2 page experience statement outlining why you are interested in this position and your experience in providing research support and conducting community engagement with Indigenous peoples and communities via email to: bcneihr@sfu.ca