



Associate Head, Research Department of Medicine

The Department of Medicine at the University of British Columbia invites internal applications for a leadership opportunity as the Associate Head, Research for the Department of Medicine.

The successful candidate will provide vision and leadership in the basic research and clinical research conducted by the members of the Department as well as overall responsibility to lead the research mission of the Department as defined by the Departmental Strategic Plan goals under the Core area of Research. The successful candidate will continue to develop and implement the priorities within the core area of research in the Department's strategic plan and may co-lead and/or participate in the Data Science and Health (DASH) cluster and its initiatives.

The successful candidate will be a proven leader with demonstrated interpersonal and administrative skills. The successful candidate will have extensive knowledge of research programs and processes at UBC as well as demonstrated excellence in grant facilitation. The successful candidate will be part of the Department's Executive Committee as well as chairing and attending relevant meetings as required.

The successful candidate will be a current UBC faculty member within the Department of Medicine and be at the rank of Professor in either the clinical or the academic stream.

The leadership opportunity will commence as early as March 1, 2024, or a date to be mutually agreed upon, and the closing date for applications is February 4, 2024.

Applications should include curriculum vitae, a teaching dossier, a letter describing research interests and plans, and four (4) letters of reference addressing scholarly, professional and innovative work, teaching and administration. Applications should be sent to:

Anita Palepu, MD, MPH, FRCPC, MACP
Professor and Eric W. Hamber Chair
Head, Department of Medicine
University of British Columbia
via email to: lygia.siqueira@ubc.ca

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



POSITION DESCRIPTION: Associate Head, Research, UBC Department of Medicine

Position Summary:

The Associate Head, Research will provide vision and leadership in the basic research and clinical research conducted by the members of the UBC Department of Medicine as well as overall responsibility to lead the research mission of the Department.

Reporting Structure:

The Associate Head, Research reports directly to the Head, UBC Department of Medicine, and liaises with department members, members of the Department's Executive Committee, the Director of the Experimental Medicine Program, and leadership positions in centres and institutes, the Faculty of Medicine, and UBC central units. The Associate Head, Research also supervises the Research Manager.

Appointment Details:

This is an administrative role with a five-year term appointment that is renewable contingent on performance. The time commitment is estimated to be 0.2 – 0.3 FTE, equivalent to one day – one and a half days per week. The successful candidate must have sufficient protected time during the work week (Monday – Friday) to fulfill the requirements of this role.

Responsibilities:

The Associate Head, Research will be responsible and accountable in all matters to the Head, UBC Department of Medicine. The Associate Head, Research will not enter into any arrangements/agreements which may have a significant impact upon the Department without prior approval by the Head and per usual UBC practices and policies.

The Associate Head, Research will meet with the Head on a regular basis and is expected to chair and attend all relevant meetings and committees.

The Associate Head, Research will receive administrative support from the Department's Research Office. The Experimental Medicine Program reports to the Head through the Associate Head, Research. The Research Office will provide additional administrative support to the Experimental Medicine Program as needed.

Specific Responsibilities:

- Continues to develop, implement, and monitor the priorities in the core area of research in the Department of Medicine's five year strategic plan
- May co-lead and/or participate in the Data Science and Health (DASH) cluster which may also include ensuring initiatives move forward and overseeing the funding and budget
- Assists the Department in raising the level of recognition of its faculty members and their research and accomplishments; promotes a culture that systematically values research within the Department
- Assists and promote the building of research infrastructure for the Department; works with smaller divisions to build research capacity with support from the Research Office
- Enhances success in attracting research support (salary, operating grants, industry funding, etc.); provides guidance to faculty members who are new to research
- Ensures access to grant facilitation activities for all department members; provides grant writing support to emerging researchers via the Research Office
- Develops and maintains a mechanism for evaluating research productivity in the Department
- Develops mechanisms for consultation with department members, Division Heads, and other administrative and leadership positions to optimize the opportunities for multidisciplinary collaboration and support; fosters interdisciplinary research
- Liaises with the UBC Clinical Research Ethics Board in matters pertinent to the Department
- Facilitates research activities amongst trainees and graduate students in collaboration with program directors
- Meets regularly with the Head, UBC Department of Medicine
- Participates as a member Department's Executive Committee to ensure that research is maintained as a core priority within the Department. Advises the Executive Committee on how best to allocate resources to optimize the departmental research mission (monthly meetings – with research as a standing agenda item)
- Chairs, attends, and participates in all relevant committees and meetings as required and as assigned by the Head, UBC Department of Medicine
- Spearheads the fundraising activities of the Department in regards to research
- Performs other duties as required

Qualifications

The successful candidate currently holds a faculty appointment within the UBC Department of Medicine:

- Holds a faculty appointment at the rank of Professors in the clinical or academic stream
- Has extensive knowledge of research programs and processes at UBC as well as demonstrated excellence in grant facilitation and writing
- Demonstrated collaborative leadership skills and professionalism
- Demonstrated ability to work effectively with across various levels of administration
- Administrative experience; excellent organizational and time management skills
- Excellent interpersonal, communication, and problem solving abilities
- Ability to ensure sufficient protected time during the work week (Monday – Friday)

Relevant UBC and Faculty of Medicine Resources:

1. Professional Standards for the Faculties of Medicine and Dentistry: <https://med-fom-faculty.sites.olt.ubc.ca/files/2012/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>
2. UBC Respectful Environment Statement: www.hr.ubc.ca/respectful-environment
3. Equity Diversity Inclusion for Years (EDIFY): <https://elearning.ubccpd.ca/enrol/index.php?id=163>
4. FoM Preventing and Addressing Bullying, Harassment and Mistreatment in the Working and Learning Environment: https://www.hse2.ubc.ca/consdata/FOM_BH_Course_Material/course/course127913.html
5. UBC FoM Building Safe and Supportive Learning Environments module: https://rise.articulate.com/share/iFwR4rOdnKsQKue4i2WJDPaywkZoVmsg#/?_k=9746fi
6. UBC Human Resources: <http://www.hr.ubc.ca/hiring-managing/recruitment-hiring/>
7. UBC Policy #20: Advertising of Available Employment Positions: <https://www.universitycounsel.ubc.ca/files/2017/06/policy20.pdf>

Revision History:

- Prepared: September 3, 2010
- Revised: January 11, 2024