

Scientific Officer of CARENET

Department of Medicine

The Canadian Researchers at the End of Life Network (CARENET) is a national research organization with members across the country. Its goal is to improve overall quality end of life care in general and, specifically, to improve communication and decision making at the end of life (for more information on CARENET, see www.thecarenet.ca).

CARENET is a founding partner of the newly funded Network Center of Excellence, the Technology Evaluation in the Elderly Network (TECH VALUE NET). Reporting to the Scientific Director of TECH VALUE NET, the Scientific Officer of CARENET will assist the scientific leadership in this research group, with specific responsibility for writing research protocols, grants and manuscripts and coordinating CARENET functions and activities.

As Scientific Officer of CARENET, you will:

- take the lead in writing grants and manuscripts related to CARENET research activities
- administer and coordinate special projects, functions or programs related to CARENET, monitoring all aspects of operation, coordinating work of other staff, developing plans and analyzing progress to ensure project outcome
- provide information, support and advice to CARENET members and outside parties, based on your development, analysis and review of information and policy, personal interviews or discussions with various individuals, and research
- provide high-level administrative support for CARENET, including preparation of material for meetings and discussion, notes and briefings, providing procedural advice, coordinating arrangements, writing minutes, and overseeing special events
- act as major decision-maker of CARENET and lead junior staff in addition to influencing the decisions of senior administrators
- review, and comment on, policy and recommend or implement amendments and changes to guidelines and procedures
- be responsible for decisions that have a lasting impact on the department or unit, such as admissions, security procedures, and content/delivery of staff training

The role of Scientific Officer of CARENET calls for:

- PhD in Epidemiology, Health Service Research or a related area (consideration will be given to an equivalent combination of education and experience)
- Knowledge, interest and passion about improving end of life care
- Understanding of the various strengths and weaknesses of different methodological approaches to solving research questions and ability to advise on best methodological approaches
- Critical reading and editing skills
- Scientific writing experience and expertise
- Excellent verbal and written communication and interpersonal skills to interact with individuals at every level and from many different perspectives

- Organizational and planning skills to coordinate and direct the work of the Department
- Ability to cope with multiple demands and manage competing priorities
- Ability to monitor CARENET projects initiated by CARENET investigators to ensure timely completion and reporting
- Analytical, interpretive and problem-solving skills
- Ability to synthesize information from a wide variety of sources and insert into protocols and manuscripts
- Ability to develop and institute administrative policies
- Motivational, leadership and persuasion skills

This is a 12-month contract with an opportunity for renewal subject to funding and performance at Queen's University. **Salary commensurate with training and experience.**

One of Canada's leading universities, Queen's has a long-standing reputation for academic excellence, research and a diverse and vibrant learning environment. With its strong tradition of public service, the University has helped to shape Canadian values and policies, educating notable political and cultural figures.

Queen's University is located in the heart of the community in historic Kingston, midpoint between Montreal and Toronto, and the nation's capital.

This competition is open August 1, 2011 and will close when a suitable candidate is found. Candidates should e-mail a letter of application and a resume, quoting **competition #2011-R022**, to **Dr. Daren Heyland**, at dkh2@queensu.ca. The University thanks all who express an interest in this position and advises that only those selected for interviews will be contacted.

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.