

Job Title:

Project Manager, Research and Innovation

Expected Salary:

\$75,000-\$85,000

Reporting Structure:

Full-time permanent reporting to the Director of Research and Innovation Operations

Job Scope:

The Project Manager, Research and Innovation, is a collaborative member of the Research and Innovation (R&I) team and works seamlessly across the organization. The R&I portfolio includes projects within the Health and Agrifood & Natural Resources (ANR) units. You are responsible for the project management activities of assigned R&I projects. This includes being one of the main points of contact at Genome BC for funded project teams and responsible for internal Genome BC project-related processes. In addition, you will be responsible for:

- Supporting and contributing to project management processes, activities, and standardization at Genome BC.
- Participate in process improvement initiatives related to project management and R&I operations.
- Performing other project management duties as necessary.

Duties and responsibilities:

- Project management of assigned R&I projects throughout the project's entire life cycle.
 - Launch new research projects by completing project start-up activities.
 - Monitor project reporting activities.
 - Ensure completion of all project close-out activities.
- Liaise with the assigned Genome BC R&I Manager on respective projects and contribute to the timely completion of all internal Genome BC project management-related processes.
- Support the standardized development, launch, and governance of project management processes throughout the project life cycle.
- Proactively engage the organization's internal stakeholders when developing, launching and/or improving processes.
- Work closely with internal stakeholders to resolve project management issues for funded research projects.
- Proactively log and assess project management issues using a continuous improvement lens.
- Serve as a point of contact for reporting templates, PM documentation, and training

materials for Genome BC projects.

- Responsible for the consistency of the use of reporting templates, project management documents and training materials.
- Support project management training that is appropriate to internal stakeholders as required.
- Provide additional R&I operations support as needed.

Education and Experience OR Required Qualifications, Skills and Abilities:

- Minimum of three years of previous experience leading project management initiatives, and/or process improvement initiatives.

How to apply:

Applicants should include a current CV with a cover letter indicating the anticipated start date and the names and contact information of at least two references. Please send the application in MS Word or PDF via email to careers@genomebc.ca.

Application deadline: 5PM, JANUARY 3RD, 2025

We thank you for your interest in Genome BC. Only those candidates short listed for interviews will be contacted. No phone calls, please.

About Genome British Columbia:

Genome BC is a not-for-profit organization that has advanced genomics research and innovation for nearly 25 years, growing a world-class life sciences sector in BC and delivering sustainable benefits for British Columbia, Canada and beyond. Genome BC has attracted over \$1 billion in direct co-investment to the province, which has contributed to funding more than 550 genomics research and innovation projects. These initiatives enhance healthcare and address environmental and natural resource challenges, improving the lives of British Columbians. Genome BC also integrates genomics into society by supporting responsible research and innovation and fostering an understanding and appreciation of the life sciences among educators, students and the public. www.genomebc.ca

Our Values:

- **Integrity** is at the core of our decisions and actions
- **Empathy** is integral to our relationships
- **Commitments** are honoured with passion and purpose
- **Boldness** and agility motivate our pursuits
- **Curiosity** and wonder inspire us