



Digital Health &  
Discovery Platform

## Program Manager

### Digital Health and Discovery Platform

#### About this Opportunity

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We seek a highly motivated, collaborative, and knowledgeable professional who will be a key member of the team serving as the link between all operational areas of the organization. The Program Manager will contribute to the overall success of the DHDP through effective planning, execution and follow up of DHDPs organizational strategies, policies and administration.

The DHDP is a scalable, multi-use platform to digitally-enable national and international collaboration to advance next-generation precision medicine technologies. The DHDP is funded (\$49M) from the Government of Canada's Strategic Innovation Fund Stream 4 program. The DHDP will apply state-of-the-art data governance principles and technology to transform collaborative research and stimulate commercialization from home grown research discoveries.

**The mission of the DHDP is to bring precision medicine and personalized care in cancer and neurodegenerative disease to Canadians through the application of big data and artificial intelligence.** We are building a collaborative ecosystem that promotes innovation for the benefit of Canadians as well as developing a cutting-edge technological infrastructure, and a world-leading policy framework to accelerate scientific innovation in Canada.

#### Key Responsibilities

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Reporting to the Managing Director, DHDP and in close collaboration with DHDP technical partners, DHDP Committees and working groups, and DHDP members. The candidate will be responsible for the program management of DHDP projects and deliverables.

Fundamental responsibilities and accountabilities will include:

- Coordinate with the Managing Director, and other team members, the activities of the DHDP.
- Initiate, plan, execute and monitor new and existing program activities with multiple timelines and resources in order to meet program timelines and deliverables.
- Develop detailed program plans, track progress, maintain comprehensive program documentation and reporting.
- Assist in the preparation of progress and financial reports for presentation to the DHDP executive team.
- Identify opportunities for continual improvement and overall operational effectiveness.
- Ensure all policies and procedures of the DHDP are up to date, communicated and executed on.
- Coordinate program meetings and activities (special events, regional meetings, conferences, symposiums) in accordance with the goals of the organization.
- Ensure effective communication of critical information between internal and external stakeholders.
- Support operational activities of the DHDP including (but not limited to) arranging meetings, minute taking, and financial reporting where appropriate.

- Other duties as assigned.

### **Our Successful Candidate**

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As our successful candidate for this integral role, you have architected large scale digital health solutions, and have expertise in data management and artificial intelligence. You demonstrate high standards along with strong and diverse collaboration and engagement skills/experience working with academic and industry partners. With the ability to quickly understand organizational dynamics and priorities, you are flexible, adaptable, exceptionally organized and can work effectively in a fast paced, results driven and multidisciplinary environment.

In addition, you must have/be able to demonstrate the following:

- Bachelor's degree in business administration or a related field.
- Demonstrated success in project management.
- Strong multi-tasking skills and proven ability to meet time pressures.
- Attention to detail and superior organizational skills.
- The ability to manage multiple tasks and timelines.
- 3-5 years' experience in a similar role.

### **Benefits of working with us**

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- Flexible schedule
- Paid vacation
- Paid sick days
- Extended medical and dental coverage
- Employee Assistance Program
- Group Registered Pension Plan after 3 months of employment
- A work culture that values excellence, creativity, teamwork, learning, fairness and integrity
- A passionate group of high-performing teammates across Canada

### **Join Us!**

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Please email your cover letter and resume by **February 23, 2024** to [hr@tfri.ca](mailto:hr@tfri.ca) with the subject line: **Program Manager - DHDP.**

The candidate must be authorized to work in Canada.

We recognize the importance of diversity and equity in our workforce and encourage all qualified applicants to apply, including Indigenous persons, women, persons with disabilities, minorities, and other underrepresented communities.

Salary range: \$75,000-\$95,000/year