

Job Offer: Interim National Manager

The Canadian Open Parkinson Network is looking for an interim National Manager in the field of clinical research to replace a maternity leave. This is a full-time Fixed Term position for approximately 8 months to a year with the possibility of extension. The position starts as soon as possible and the deadline to apply is the **6th of August 2021.**

Job Description:

This position reports to the director of the Canadian-Open Parkinson Network (C-OPN), Dr. Oury Monchi. The person will be in charge of coordinating C-OPN, which involves a large patient registry, a research database, and a biobank over eight sites in Canada. The person will be based at the Centre de recherche de l'Institut Universitaire de Gériatrie de Montréal.

The candidate is expected to collaborate closely with various stakeholders including but not limited to:

- The site coordinators and clinical investigators of C-OPN
- The scientific and executive committees of C-OPN comprising of expert researchers across Canada in Parkinson's disease
- The project funders: Brain Canada and Parkinson Canada

Most of the communication and coordination will be done remotely. The work requires the management of competing interests with satisfactory outcome for all involved. This position has a very significant impact on the continued success of the project.

Key Responsibilities:

- Oversee the day-to-day operations of the Canadian Open Parkinson Network including eight sites across Canada.
- Ensure ongoing and continued support for all research activities abiding by C-OPN Standard Operating Procedures (SOPs)
- Manage access to C-OPN REDCap and maintain it in accordance with privacy/ethics guidelines.
- Organize and lead regular key stakeholder meetings.
- Manage C-OPN financial accounts and legal contracts.
- Work with the C-OPN IT specialist to implement an open LORIS platform
- Complete scientific and financial reporting to funders
- Ensure ongoing compliance with ethic board regulations and required documents, e.g. amendments for ethics materials
- Participate in knowledge transfer activities including social media and maintaining C-OPN website

Qualifications:

- Masters or PhD in neuroscience, psychology or medical related field including nursing.
- Minimum of 3 - 5 years experience in health research required.
- Ability to work in French and English.
- Past experience as a clinical research associate, lab manager or research coordinator an asset
- Experience with other multi-centric initiatives is a plus

To apply please send your CV and the names of two referees to: oury.monchi@umontreal.ca