



GenomeCanada

## Program Manager

**Reporting Structure:** Reports to a Director in the Programs Team

**Location:** Ottawa, ON (flexible/hybrid environment)

**Hours:** Regular, full-time opportunity

Consider joining [Genome Canada's](#) dynamic and growing team as their next Program Manager, supporting our mandate to drive genomics-enabled research and innovation missions to build a healthier, environmentally sustainable, inclusive and prosperous Canada. This is an exciting opportunity to be part of ground-breaking research and innovation.

Reporting to a Director within the Program Team, our Program Managers contribute to the overall management of the portfolio of Genome Canada programs within or ancillary to Genome Canada missions. They provide input into the design of missions and programs, and the development, enhancement and interpretation of program related policies, competition guidelines and review criteria. They manage peer review processes and post award administration for assigned programs and help ensure these programs support the organization's commitment to IDEA (inclusion, diversity, equity and accessibility) and Indigenous truth, reconciliation and engagement.

Working at Genome Canada means being part of team that is relentlessly impact-focused, intentionally inclusive, a purposeful partner, effortlessly agile and seriously smart. We are passionate about putting our values into action as we endeavour to change the world for the better. If these values captivate you, consider joining our team.

### Key Responsibilities Include:

- Collaborating with key stakeholders and end users on the design and delivery of Genome Canada research programs within or ancillary to missions and other corporate initiatives to support a forward-looking and impact-focused science and innovation agenda.
- Contributing to the development of mission and program guidelines and review criteria
- Managing the application and peer review process.
- Managing the process of preparing post award documentation.
- Providing information, advice, analysis and support to Genome Centres and other funding agencies and stakeholders.
- Arranging workshops, surveys and meetings designed to explore specific policy initiatives and potential mission and program areas.
- Sharing information on specific Genome Canada policies, missions, programs and initiatives with Genome Centres, research groups, subject matter experts and select networks.
- Incorporating principles related to Inclusion, Diversity, Equity and Accessibility and to Indigenous truth, reconciliation and engagement into all activities.

## Qualifications

- Research-based degree; preferably a graduate degree in the life sciences.
- Knowledge of Canada's research environment including the mandate and role of Genome Canada and the Genome Centres.
- Knowledge of how genomics research is funded in Canada and internationally.
- Knowledge of policies related to national-scale research funding programs.
- Minimum three (3) years' experience in interpreting and implementing policies and procedures in an environment of high accountability and/or regulation is a definite asset.
- Minimum three (3) years' experience in the administration of funding programs (competitive research grants preferred), including overseeing the processing of applications, managing competitions and post award administration is a definite asset.
- Minimum three (3) years' experience in a research environment is a definite asset.
- Fluency in English is essential and in French a definite asset.

## Application process

To apply, forward your cover letter and resume with the subject heading "**Program Manager**" in the subject line to [HR@genomecanada.ca](mailto:HR@genomecanada.ca). Please entitle your resume attachment with your first and last name. Closing date for priority selection is February 9, 2022, however we will continue to accept resumes after this date until the position is filled.

Individual accommodations due to a disability are available upon request for candidates taking part in all aspects of the selection process. All qualified applicants will receive consideration for employment without regard to age, race, religion, ethnicity, gender, disability, citizenship status, marital status, actual or perceived sexual orientation.

Genome Canada is committed to creating an inclusive environment and building a team that represents a variety of backgrounds, perspectives and skills. We value diversity and recognize that experience comes in many forms and skills are transferable. Please view this description as a general overview, but not a mandatory, comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to this role, apply!

**Genome Canada** is a not-for-profit organization, funded by the Government of Canada, that acts as a catalyst for developing and applying genomics and genomic-based technologies to create economic and social benefits for Canadians. We connect ideas and people across public and private sectors to find new uses for genomics, invest in large-scale science and technology to fuel innovation, and translate discoveries into solutions across key sectors of national importance. Learn more at [genomecanada.ca](http://genomecanada.ca).