

**Job Description – Associate Head Southern Medical Program (SMP)**  
**Department of Obstetrics & Gynaecology**

The Associate Head for the Southern Medical Program (SMP) is an administrative position within the Department of Obstetrics & Gynaecology, reporting directly to the Department Head. The Associate Head for the Southern Medical Program (SMP) will work with the Department Head to promote and facilitate the Department mandate within the Southern Medical Program (SMP).

The Department's expectations of the Associate Head responsibilities and accountabilities include the following responsibilities:

- Supports the Head in establishing strategic direction for the department and carrying out the department's mission within the SMP
- Assists the Head in raising the level of recognition of the department's strategic goals and accomplishments; promotes a culture that systematically values patient care, research and teaching within the SMP
- Assists the Head in achieving the Mission, Vision and Core Values of the department
- Develops and maintains an open and collaborative working relationship with all members of the UBC Department of Obstetrics & Gynaecology based in SMP
- Represents and promotes the image of the UBC Department of Obstetrics & Gynaecology and SMP nationally and internationally
- Facilitates undergraduate and postgraduate learning programs in SMP in collaboration with the departmental educational program directors and the Head
- Plays the lead role in new initiatives
- Acts as spokesperson of UBC Department of Obstetrics & Gynaecology at SMP
- Participates as a member of the Administration Executive Meetings by providing opinions and suggestions to optimize the strategic direction and day to day departmental business
- Chairs selected department sub-committees and search committees
- Is an Ex-Officio member of Department Appointments, Reappointments, Promotion and Tenure Committee (DARPT)
- Assists the Head in identifying and implementing opportunities for fundraising
- Performs other relevant administrative tasks and projects as assigned by the Head