



## Job Description

Title: Vice Head, UBC Department of Obstetrics and Gynecology  
Location: Administrative Office: Department of Obstetrics and Gynaecology

### Position Summary:

Reporting to the Head UBC Department of Obstetrics and Gynaecology the Vice Head of The Department will share in the strategic leadership of the Department of Obstetrics and Gynecology as well as providing overall responsibility to lead the research mission of the Department. Within the Department there are several key leadership responsibilities of the Head. The first is financial & HR management of the Department. This remains as a role of the Head, but the Vice Head may be involved in the financial and HR management planning of the Department. The second is educational leadership. At present this role is shared within the Department by three program leaders and an education manager all of whom report to the Head. Thirdly, the domain of research is foundational to the academic success of the Department and requires a specific role to ensure its strategic support and management. This would be a primary responsibility of the Vice Head. Finally, there is a responsibility for faculty recruitment, appointment, promotion and recognition as well as leadership. These latter roles would be shared between the Head and the Vice Head in order to ensure that the success of the Department is optimally aligned with that of the Faculty of Medicine and the Health Authorities within the Province. Both the Head and the Vice Head would work collaboratively with the Administrative Director.

### Reporting Relationship:

1. Head, UBC Department of Obstetrics and Gynaecology

### Collaborating Relationships:

2. Vice Dean Research, UBC Faculty of Medicine
3. Executive Director, Women's Health Research Institute
3. Vice President Research, Vancouver Coastal Health Research Institute
4. Vice President Research, Providence Health Care Research Institute
6. Vice President Research, BC Children's Hospital Research Institute
7. Vice President Research, BC Cancer Research Institute

### Supervision Given:

In collaboration with the Administrative Director, supervises Research Managers (3) at BCWH, VGH and SPH.

### Roles and Responsibilities:

- Serves in the role of interim Head of Department when requested to do so
- Provides strategic leadership for the researchers in the Department
- Works to develop, implement, and monitor a five-year strategic plan for research in the Department as a critical element of the larger Department plan with consultation with the Department Executive.
- Develop mechanisms for consultation with department/faculty/university members, division chairs, and research leaders to optimize the opportunities for multidisciplinary collaboration, interdisciplinary research, and mutual support
- Shares with the Head, the role of supporting Division Heads for new faculty recruitment and appointment

- Participate as a member of the DARPT committee
- Participate, as a member Departmental Executive
- Oversees Departmental Awards Committee
- Develop and Chair the Department of Obstetrics and Gynaecology Research Advisory Committee
- Chair of the scientific planning committee for the annual Academic Day
- Co-chair of the planning committee for the Fred Bryans Faculty Forum
- Assists and promotes the building of research infrastructure for the department
- Develops metrics and maintains a mechanism for evaluating research productivity in the department
- Enhance success in attracting research support (salary, operating grants, industry funding, etc.) by ensuring opportunities are broadcast through the department website/newsletter
- Liaise with the UBC Research Ethics Board in matters pertinent to the department
- Ensure access to grant facilitation activities for department members
- Foster interdisciplinary research
- Shares with the Head in promoting and demonstrating leadership capacity within the Department

Outcomes:

In the first year, the Vice Head will;

1. Assist the Department Head in developing a Research Strategic Plan for the Department of Obstetrics and Gynaecology following the Internal Review (February 2020).
2. Work to create a database of the Department of Obstetrics and Gynaecology faculty members and their research interests.
3. Support the mentoring process within the Department
4. Enhance the Department of Obstetrics and Gynaecology's Web site related to research.
5. Develop an understanding of the finance and HR functions of the Department in order to serve as Interim Head.

Personal Expectations:

1. Be provided with mentorship from the Head of UBC Department of Obstetrics and Gynaecology.
2. Be provided with the appropriate administration support and infrastructure.
3. Be provided with the opportunity to attend leadership development courses.

Term of Appointment: 3 years renewable once. Appointed by the Department Head in consultation with the hiring committee.

Produced: January 14, 2021, approved by DEX 29 January 2021.