

Chief Operating Officer (Research Institute)

Job Number:

J0225-0348

Job Title:

Chief Operating Officer (Research Institute)

Organisation:

Research Institute of the MUHC

Work Location:

Multisite

Job Category:

Management

Job Type:

Full time

Shift:

Day

Open Positions:

1

Do you want to work for a world-renowned research institute that pushes the boundaries of biomedical science and health research? Right here in Montreal! At the Research Institute of the McGill University Health Centre (RI-MUHC), you can be part of an organization focused on scientific discovery and innovation in patient-centered medicine. Join us today and make a difference!

Job Description

The Research Institute of the McGill University Health Centre (RI-MUHC or The Institute) is a world-renowned health research hospital. Located in Montreal, Quebec, Canada, The Institute is the research arm of the McGill University Health Centre, an academic health centre affiliated with the Faculty of Medicine and Health Sciences at McGill University and an establishment of Santé Québec. The Institute offers a dynamic, multidisciplinary research environment that fosters local to international collaboration and harnesses discoveries to advance precision health across the lifespan. This involves all types of research, including basic biomedical research, patient-oriented research, applied clinical research, healthcare services and systems research, and population and health promotion research, including societal and cultural impacts on health. The Institute is funded in part by the Fonds de recherche du Québec - Santé (FRQS).

INTRODUCTION AND ROLE

The Institute is seeking an experienced and dynamic Chief Operating Officer (COO) to join its executive leadership team. Reporting to the Executive Director and Chief Scientific Officer (ED/CSO) and collaborating closely with senior leadership of the MUHC and McGill University, the incumbent will drive operational excellence, ensuring alignment between day-to-day operations and the Institute's long-term strategic goals, particularly its ambitious 2030 Vision. This position offers a unique opportunity to influence the growth and efficiency of a globally recognized research institute within an academic health network. The ideal candidate will demonstrate a record of accomplishment of leadership in operational strategy, finance and innovation in a complex, high-performance environment.

SPECIFIC RESPONSIBILITIES

Strategic Leadership & Operations

- Work with and support the ED/CSO to execute and operationalize The Institute's 2030 Vision,
- Serve as Secretary to the Board of Directors,
- Actively participate on Board Committees and follow up on resolutions and action items,
- Work with senior leadership of MUHC Finance directorate and foundations to achieve shared goals through financial success,
- Translate high-level organizational strategies into actionable operational plans, optimizing resource allocation across all business units,
- Lead administrative teams to support and enable the research and The Institute's 2030 Vision,
- Champion new research initiatives, fostering collaborations with foundations, sponsors, industry, and government partners to enhance operational capabilities,
- Act as the interface between administrative teams at the MUHC and The Institute.

Operational Excellence

- Oversee all operational functions, driving continuous improvements in processes, systems, and policies,
- Set clear objectives and establish key performance indicators (KPIs) to track performance and ensure alignment with financial and service delivery

goals,

- Implement quality control measures to guarantee operational excellence and cost-effective performance,
- Identify and resolve operational matters, continuously seeking opportunities for innovation and optimization.

Financial Management & Budgeting

- Work with the executive leadership of The Institute, the Audit and Finance and Investment committees of the Board to develop and manage budgets, project plans, and long-term financial and investment strategies,
- Monitor financial performance, identifying cost-saving opportunities and efficiency improvements,
- Analyze operational and financial data to inform decision-making and optimize performance,
- Ensure compliance with financial regulations and industry standards, overseeing timely reporting and audits.

Risk Management & Compliance

- Identify and mitigate operational risks, including financial, legal, ethical and compliance-related challenges,
- Ensure adherence to regulatory requirements and best practices across all operational functions,
- Develop and implement risk management policies to safeguard The Institute's assets and reputation.

External Relationships & Stakeholder Engagement

- Serve as the liaison between The Institute, affiliated organizations, foundations, and external partners to support and facilitate collaborative efforts,
- Build and nurture relationships with stakeholders, including funding agencies, governmental bodies, healthcare institutions, research centers, and vendors,
- Represent The Institute at key events, conferences, and meetings, both locally, nationally and internationally,
- Engage with external auditors, consultants, and regulatory bodies to ensure compliance with operational standards.

Talent Development

- Lead, mentor, and develop high-performing teams (administration),
- Establish individual development plans and promote employee engagement and growth opportunities in collaboration with the "People and Culture" division.

Website of the organization

www.rimuhc.ca

Education / Experience

Education: Master's Degree

Field of Study: Management, Finance, Business Administration (MBA) or equivalent

Work Experience:

- A minimum of 10-15 years of senior management experience, preferably in a research, academic healthcare, or not-for-profit environment,
- Expertise in government and private sector operations related to research and innovation.
- Extensive experience in financial management, budgeting, cost optimization strategies, and return on investment (ROI) analysis.

Required Skills

Skills and Competencies :

- Proven success in driving operational excellence, leading cross-functional teams, and improving organizational performance,
- Ability to influence different stakeholders,
- Track record of driving organizational cultural change through clear communications and effective decision-making processes,
- Strong background in organizational transformation, change management, and strategic execution,
- Exceptional collaborative and inclusive leadership, people management and communications skills, with a demonstrated record of inspiring and developing high-performing teams,
- Strong strategic thinking, negotiation skills and problem-solving abilities, with a focus on translating high-level goals into action,
- Advanced financial acumen, with expertise in large budget management, cost-saving initiatives, and performance analysis,
- Good understanding of operational management and IT systems,
- Ability to thrive in a fast-paced, dynamic environment while managing multiple priorities and large teams,
- Impeccable standards with regard to ethics, compliance, risk management and practices,
- Ability to drive innovation and facilitate adaptation apace of the rapidly evolving healthcare and research landscape,
- Bilingualism (French and English) is required, both spoken and written.

Additional information

Status: Full time

Compensation Level: Commensurate with education & work experience.

Work Site: GLEN Site, 1001 boul. Decarie Montreal, Quebec, CANADA

Application deadline: February 28th, 2025

*****PLEASE JOIN A MOTIVATION LETTER AND YOUR RESUME IN ONE SINGLE PDF FILE*****

Why work with us?

- 5 weeks vacation, 6th week after 5 years;
- Bank of 12 paid vacation days and 13 statutory holidays;
- Group insurance plan reserved for executives including telehealth;
- Pension Plan of Management Personnel - PPMP (defined benefit plan);
- Competitive monthly parking rates;
- Other competitive benefits.

Equal Opportunity Employment Program

The Research Institute of the McGill University Health Centre hires on the basis of merit and is strongly committed to equity, diversity and inclusion within its community. We welcome applications from all qualified candidates who self-identify as members of racialized groups/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and 2SLGBTQIA+ persons. We also welcome candidates with the skills and knowledge to productively engage with diverse communities. Persons with disabilities who anticipate needing accommodations for any part of the application process may confidentially contact, research.talent@muhc.mcgill.ca