



Position Description

Associate Head, Department of Emergency Medicine

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff, and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Position Summary

In consultation with the Department Head, the Associate Head will assist in providing the administrative and academic management, leadership and strategic direction of the Department, as well as continue to advance its programs and activities.

Appointment Details

This is an administrative role with a one-year appointment term with the possibility of renewal. The time commitment is approximately 0.4 FTE, equivalent to 2 days per week. The incumbent must have sufficient protected time during the working week to fulfill this role's requirements. The appointment may commence as early as November 1, 2024 or upon a date to be mutually agreed.

Reporting Relationships

The Associate Head reports to the Head, Department of Emergency Medicine in the Faculty of Medicine at UBC.

Responsibilities

The Associate Head will:

- Assist with developing, implementing and periodically revising department-wide strategic plan for the Department of Emergency Medicine (DEM).
- Develop, refine, implement and oversee policies and procedures related to clinical faculty appointment, reappointment, and tenure.
- Chair the Clinical Appointment, Reappointment and Promotion Committee (CARP).
- Engage with Clinical Faculty across the province to understand their challenges, priorities, and new opportunities.
- Represent Clinical Faculty interests and priorities in the DEM and in the Faculty of Medicine, as needed.



- Develop, foster and promote new opportunities for DEM Clinical Faculty.
- Develop and foster partnership opportunities to promote the DEM and opportunities for Clinical Faculty
- Foster respect, equity, diversity and inclusion among Clinical Faculty
- Participate in the Department leadership committee and other Departmental committees, as needed.
- Participate in internal and external departmental reviews
- Other duties as needed

Qualifications

- Effectively communicates and interacts with empathy, understanding, and respect of diverse and divergent perspectives and behaviors.
- Demonstrated ability to champion the principles of anti-racism, equity, diversity, and inclusion.
- Holds or is eligible to hold a clinical or academic faculty appointment in the Department of Emergency Medicine.
- Certified in Emergency Medicine from the Royal College of Physicians and Surgeons of Canada or the College of Family Physicians Canada.
- Licensed by the BC College of Physicians and Surgeons.
- Holds a hospital appointment as an emergency physician.
- Excellent communication, organization, and leadership skills.

Application Requirements

- Please submit a cover letter and curriculum vitae **no later than October 15, 2024** to: emergency.assistant@ubc.ca
- Subject Line: **Application for Associate Head, DEM**