

Liam Plosker  
61201224

## Application Package:

# Job Posting (Page 1-Page 7)

Administrative Coordinator, HDRN Canada

Posted On: UBC Careers and Job Postings – Student Jobs <https://hr.ubc.ca/careers-and-job-postings>

This position is eligible for a hybrid work arrangement, however, may be subject to change due to operational requirements.

Locations: UBC Vancouver Campus

Time Type: Full time

Posted on: April 13 2023

Job Requisition ID: JR12419

Job Category: CUPE 2950

Job Title: Administrative Coordinator, HDRN Canada

Department: Health Data Research Network | Population Data BC | Faculty of Medicine

Posting End Date: April 21, 2023

Note: Applications will be accepted until 11:59 PM on the day prior to the Posting End Date above.

Job End Date: Mar 31, 2025

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.

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#### Job Summary:

Population Data BC is a multi-university, data and education resource facilitating interdisciplinary research on the determinants of human health, well-being and development.

Population Data BC is the coordinating centre for the Health Data Research Network Canada (HDRN Canada) and the SPOR Canadian Data Platform (CDP). HDRN Canada is a research-enabling, distributed network that supports multi-regional, person-focused research. The work of HDRN Canada is supported by a seven-year, \$81M (\$39M in cash) grant awarded by the CIHR under its Strategy for Patient-Oriented Research (SPOR), and has in-kind contributions from network member organizations across Canada. HDRN Canada is a federally incorporated not-for-profit organization with many complex and strategic relationships with Ministries of Health and other government entities (which are often funders of network members), with federal agencies and with other groups, networks and data providers. The network comprises every national, provincial, and territorial centre that holds population-wide health data. As HDRN Canada, our 14 centres work together and share resources to support researchers in using the 543 health and social datasets that our centres hold.

The Administrative Coordinator will provide complex administrative support for Health Data Research Network Canada (HDRN Canada) as well as PopData as required.

#### Organizational Status

Population Data BC (PopData) is based at the School of Population and Public Health (SPPH), which is in the Faculty of Medicine at the University of British Columbia. We are a key member of the International Population Data Linkage Network, through which we have promoted international research collaborations and fostered working groups on privacy and access to data.

This position reports to the Director of Operations, HDRN Canada. The Administrative Coordinator will also work with various staff members at organizations across the network.

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## Work Performed

Develops a solid understanding of PopData's and HDRN Canada's core business

Liaises with researchers and subject matter experts across HDRN in a professional manner through various forms of communication – email, phone, videoconferencing, in-person as required.

Provides complex scheduling and travel support for HDRN Canada's Scientific Director, Director of Operations, and other leadership roles

Tracks various network activities using Excel, Asana and other project management tools

Assists with team management activities, including equipment planning and purchases, space allocation, technical troubleshooting, etc.

Provides travel planning support for multiple HDRN Canada working group, executive and board meetings. Provides travel and planning support for events, conferences, and related activities

Coordinates activities, meetings and collaborations between HDRN Canada member organizations across Canada

Organizes venue bookings, oversees event logistics including technology-based requirements, books catering and works with all associated activities, vendors, and rentals. Coordinates event registration logistics

Supports grant activities such as public and patient engagement, Indigenous community engagement, etc.

Supports directives and actions resulting from the HDRN Canada Board and Executive Committee meetings

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Takes meeting minutes and organizes agendas for working groups as needed

Coordinates annual review of HDRN Canada's Working Groups, Teams and Councils Terms of References, annual Declaration of Conflict of Interest forms, and other policies as needed

Provides complex support for communications activities, such as publications, webinars, and in-person events

Oversees management of staff user accounts, including setting up new users within the HDRN Canada systems, supporting onboarding and offboarding activities, and monitoring users for inactive accounts

Assists with financial processing and data entry as needed

Supports and backfills key staff as needed

Performs other duties as required

#### Consequence of Error/Judgement

As a representative of PopData and Health Data Research Network Canada who will have contact with researchers, stakeholders, and other departments at the University, the Administrative Coordinator must exercise sound judgment at all times. Actions carried out by the incumbent directly affect the effective and efficient operations of PopData and HDRN Canada. Judgment within established guidelines is required with regard to the management of task priorities, schedules, and resource requirements.

This role will work under strict confidentiality because of the sensitive work conducted by PopData and HDRN Canada's constituent organizations. Any breach in data security would place the reputation and future of PopData as well as its partner organizations at risk.

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Accuracy is extremely important because errors in the incumbent's work will significantly affect the reliability of information released by PopData and HDRN Canada. The release of erroneous information may have implications that affect the organization, the research community, partners, stakeholders and public bodies.

#### Supervision Received

This position reports to the HDRN Canada Director of Operations. The incumbent will also receive task supervision and guidance from other senior members of HDRN Canada and other staff members of PopData.

#### Supervision Given

No formal reports. May provide task direction/supervision for student staff.

#### Minimum Qualifications

High School graduation, plus a two year post-secondary diploma, plus one year of related experience, or an equivalent combination of education and experience.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

#### Preferred Qualifications

Experience in working within a statutorily regulated or a privacy-sensitive environment is highly desirable. Working with sensitive information or complex data systems is also a significant asset.

Proficiency in written/spoken French is a significant asset.

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Preferred skills:

Effective oral and written communication with people at multiple levels within and outside of the organization

Proficiency with Microsoft Office especially Word & Excel

Excellent demonstrated organizational skills

Ability to understand technical terms and concepts

Analytical and problem-solving abilities

Exceptional attention to detail

Demonstrated time management and organizational skills, with the ability to manage multi-tasking and competing priorities

Exceptional initiative and willingness to learn new concepts and detailed procedures

Ability to work effectively both independently and within a team environment

Must be positive in attitude and a team player

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## Cover Letter:

Addressed to David Parker - Director of Operations for Health Data Research Network Canada -  
Health Data Research Network Canada

Dear Director Parker,

As a UBC English Major who has strong communication and analytical skills, I felt I have a skillset which would suit your administrative coordinator listing. I have strong people and time management skills and have had experience working in high-stress environments.

In the past, I have worked at UBC Farms and have had supervising roles there, which have allowed me to cultivate the skills necessary to be a kind but effective leader. I value all perspectives, and never seek to lead unilaterally, but have the necessary grit and assertiveness to maintain order.

I have also had volunteering experience working for Sprout Kitchen, a UBC restaurant offering students and vulnerable populations free or subsidised meals. This experience has also required having good time management and communication skills, typically working in groups of 4-6 and having tight turnaround deadlines for all the meals we are preparing.

I have a good work ethic and will not stop until a job is done. I am committed to my academic journey, and am interested in applying to this position as a next step for me in my professional journey as I believe I have a lot to offer in this kind of a job environment.

Thank you once again for taking the time to read this cover letter and consider my application. Below you will find my resume attached.

Kind regards,

Liam Plosker

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# Resume:

Liam Plosker

[ploskerliam@gmail.com](mailto:ploskerliam@gmail.com)

(604) 354-4138

## **OBJECTIVE:**

To attain a job in the technical writing field.

## **EDUCATION:**

University of British Columbia (2018-present)

Bachelor of Arts, English Major, Creative Writing Minor

## **PROFESSIONAL EXPERIENCE:**

UBC Farms May 2022-Aug 2022

- Harvesting, Seeding, Weeding
- Supervising
- Administrative Work
- Working at the Saturday Market
- Demonstrates Leadership Abilities, ability to be an amicable but effective leader
- Demonstrates Versatility of Skills, Ability to Adapt for Conditions and problem-solve in real-time

## **VOLUNTEER EXPERIENCE:**

Sprout Kitchen UBC September 2023-December 2023

- Preparing 100+ Hot Meals
- Cleaning
- Packaging

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- Working in Groups of 4-6
- Demonstrates People Skills and Time Management Skills, ability to work with a tight turaround deadline

**SKILLS AND ABILITIES:**

Technical: Proficient in Technological Communications: Microsoft Word, PowerPoint, Excel

**REFERENCES:**

Available on Request

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## Three Requests For Reference Letters:

Dear Jennifer Bywater,

I hope you are well. I am writing to ask if it would be possible to obtain a reference from you regarding my previous experience working for UBC Farms in an administrative and supervisory capacity. This would be greatly appreciated, as I am seeking to apply for a job which demands a similar skillset to UBC Farms. I would love to have you as one of my references.

Anyway, I know you are very busy, but whenever you have the time, I would really appreciate if you could be a reference for me.

Kind regards,

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Dear Emilia Santos,

I hope you are well. I am writing to ask if it would be possible to obtain a reference from you regarding my previous experience volunteering at Sprout Kitchen during the Fall Semester of 2022. This would be greatly appreciated, as I am seeking to apply for a job which demands a similar skillset to Sprout Kitchen. I would love to have you as one of my references.

Anyway, I know you are very busy, but whenever you have the time, I would really appreciate if you could be a reference for me.

Kind regards,

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Dear Adrian Willis,

I hope you are well. I am writing to ask if it would be possible to obtain a reference from you regarding my previous experience at UBC Summer Camps during the summer of 2021. This would be greatly appreciated, as I am seeking to apply for a job which demands a similar skillset to UBC Summer Camps. I would love to have you as one of my references.

Anyway, I know you are very busy, but whenever you have the time, I would really appreciate if you could be a reference for me.

Kind regards,

Liam