



## ASSOCIATE DIRECTOR OF ASSESSMENT

The Canadian Council on Animal Care (CCAC) advances the ethical use and care of animals in science by developing internationally recognized standards and certifying their effective implementation in more than 200 academic, government, and private institutions across Canada.

The Assessment and Certification program of the CCAC is seeking an **Associate Director of Assessment** to work with CCAC personnel and with veterinarians, scientists, animal care personnel, and community representatives from across the country to ensure that all institutions participating in the CCAC programs maintain appropriate animal use and care programs. The intent of this selection process is to staff one position in Ottawa.

### RESPONSIBILITIES

- Support and work with CCAC assessment panels, carry out assessment visits, draft reports, and manage the certification process of participating institutions to ensure that they continue to meet CCAC standards.
- Support the assessment and certification committee and program through the analysis of emerging issues and the development of policies, other formal and informal documents, and other forms of internal and external communications.
- Contribute to the training of research team members, instructors, animal care personnel, and animal care committee members in certified institutions.
- Collaborate internally with all CCAC teams, including the Standards team, for the development and updating of CCAC guidelines.
- Travel across Canada to conduct assessment visits (20% per month)
- Perform longer work weeks on occasion (5-7 times per year)

### ESSENTIAL QUALIFICATIONS

#### Education

- Degree from a recognized school of veterinary medicine accredited or approved by the Canadian Veterinary Medical Association (CVMA), or degree from another veterinary school and holding a Certificate of Qualification (Parts A, B & C) granted by the National Examining Board of the CVMA, and eligibility for membership in a Canadian veterinary association recognized by the CVMA. A post-graduate degree would be an asset.

## Experience

- At least five years' experience in a research environment (e.g., as a researcher working with animals, as a consulting veterinarian, as a facility veterinarian, etc.)
- Bilingualism (English and French)
- Excellent communication and writing skills
- Experience liaising and establishing effective and collaborative relationships with internal and external stakeholders
- Experience working within a team in either the academic, private, or government sector
- Project management experience, ability to manage multiple tasks and deadlines, and a demonstrated ability to work under pressure
- Ability to work independently
- Ability to build consensus

## ASSETS

- Familiarity with CCAC programs
- Practical knowledge of the functioning or experience working on an animal care committee
- Experience working in a compliance field
- Knowledge of animal welfare and the ethical use and care of animals in science

## COMPETENCIES

- Team Player
- Communications
- Flexible
- Reasoned judgment
- Proactive
- Committed to excellence

## COMPENSATION

This is a full-time position. A salary range of \$84,064 to \$105,083 and a complete benefits package are offered.

## APPLICATIONS

If you are interested in this opportunity and meet the requirements, please send your resume and cover letter detailing how your experience maps to the position's specific responsibilities to Ms. Debbie Biehler, Director of Operations, at [dbiehler@ccac.ca](mailto:dbiehler@ccac.ca) **before December 10, 2021.**

Only those selected for an interview will be contacted. We would like to thank all candidates who apply.