



Associate Director of Assessment

[*La version française de cette offre d'emploi est aussi disponible.](#)

The Canadian Council on Animal Care (CCAC) advances animal ethics and care in science by developing internationally recognized standards and certifying their effective implementation in more than 200 academic, governmental, 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 ethics 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 (3-5 times per year)

ESSENTIAL QUALIFICATIONS

Education

- A minimum of a DVM degree from a Canadian Veterinary Medical Association/American Veterinary Medical Association accredited veterinary college and provincial licensing (as required) or a post-graduate degree (MSc, PhD) from a recognized university with an acceptable specialization in animal welfare, or, biological or animal health sciences with equivalent experience.

Experience

- At least five years' experience in a research environment (i.e., working on an animal care committee, as a researcher, working in an animal research facility, as a consulting veterinarian, or facility veterinarian)
- Excellent communication and writing skills
- Experience in handling multiple deadlines and 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

ASSETS

- Experience or at least an active interest in animal ethics and care in science, and familiarity with CCAC programs
- Bilingualism (English and French)

COMPETENCIES

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

COMPENSATION

This is a full time position. A salary range of \$80,631 to \$100,792 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 specific responsibilities of the position to Ms. Debbie Biehler, Director of Operations, at dbiehler@ccac.ca **before November 30, 2018.**

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