



ASSOCIATE DIRECTOR OF ASSESSMENT

**La version française de cette offre d'emploi est disponible sur le site Web du CCPA.*

The Canadian Council on Animal Care (CCAC) advances the ethical care and use 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 team 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 program maintain appropriate animal care and use programs. The intent of this selection process is to staff one position in Ottawa. The CCAC follows a hybrid work structure where employees work from the office 3 out of 10 days.

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 team with the analysis of animal incidents self-reported by institutions.
- Support the assessment and certification committee and team through the analysis of emerging issues and the development of internal and external formal and informal documents.
- 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 and policies.
- Travel across Canada to conduct assessment visits (25% per month)
- Perform longer work weeks on occasion (3-5 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. Alternatively, 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 (e.g., as a researcher working with animals, as a consulting veterinarian, as a facility veterinarian, etc.)
- Excellent communication and writing skills
- Experience liaising and establishing effective and collaborative relationships with internal and external stakeholders
- Experience working within a team in the academic, private, or government sectors
- 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 the CCAC's program
- 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 care and use of animals in science
- Bilingualism (English and French) is an asset

COMPETENCIES

- Team player
- Good communicator
- Flexible
- Reasoned judgment
- Proactive
- Committed to excellence

COMPENSATION

This is a full-time position. A salary range of \$92,484 to \$138,730 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 before September 4, 2026.

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