

## **POSITION DESCRIPTION Allergen NCE Inc.**

### **POSITION TITLE: Knowledge Broker and International Partnerships Coordinator**

**(up to two-year contract – contract and renewal subject to available funding beyond 31 March 2012)**

**Salary Level: Dependent upon experience**

#### ***Job Summary:***

The **Knowledge Broker and International Partnerships Coordinator** works closely with the Managing Director; Manager, Research and Partnerships; and Network Investigators to identify, develop and formalize research knowledge translation, dissemination and capacity building opportunities that generate social and economic benefits for Canadians aligned with Allergen's strategic objectives in the area of knowledge exchange and exploitation.

The **Knowledge Broker and International Partnerships Coordinator** is responsible for the identification of knowledge translation, transfer, exchange and exploitation/dissemination, training and professional development opportunities arising from Network-supported research. This position is also responsible for the development and execution of corresponding plans, processes and products to enable research knowledge to be used for the social and economic benefit of Canadians.

The **Knowledge Broker and International Partnerships Coordinator** will establish and maintain relationships with Network researchers, trainees, and research partners and knowledge users including provincial and federal governments, boards of education, healthcare organizations and professionals, not-for-profit organizations including patient groups, and industry.

The **Knowledge Broker and International Partnerships Coordinator** will provide staff support to the meetings and activities of Network management and to Network advisory committees including the Policy, Ethics, Law and Society Advisory Committee and Research Management Committee and will review and support the identification and development of evidence arising from Network-supported research with knowledge translation and transfer potential and its optimal exploitation generating social and economic benefits for Canadians.

#### ***Organizational Structure:***

Reports directly to the Managing Director.

## **RESPONSIBILITIES:**

**This position has four main areas of responsibility:**

### **1. Identification, monitoring, coordination and communication of KT opportunities arising from Network-supported research**

- a. Facilitates opportunities for AllerGen NCE Inc. researchers to identify and pursue new knowledge translation opportunities for research and development of collaborative initiatives, involving multiple partners including special interest groups across sectors
- b. Implements strategies developed in collaboration with Network management, project leaders and external consultants for copyright protection, transfer and mobilization of intellectual property arising from Network-supported research.
- c. Facilitates opportunities for AllerGen NCE Inc. researchers to identify and pursue opportunities where social and economic benefits to Canada may arise from Network-supported research.
- d. Develops business and marketing plans for the exploitation of AllerGen NCE Inc.-supported research, based on inputs from Network researchers, management, TTOs, sector consultations, technology roadmaps and market analyses.

### **2. Relationship building, community liaison and outreach to facilitate KT and AllerGen impact**

- a. Develops and maintains communications and relationships among and between AllerGen Network Investigators and knowledge users including government departments, industry, professional and patient information associations, not-for-profit and other organizations.
- b. Develops promotional, educational and instructional materials to advance knowledge translation and dissemination capacity and effectiveness.
- c. Creates and supports the development of corporate presentation materials as necessary.
- d. Facilitates the establishment of long-term relationships, information/needs sharing opportunities and collaborations among AllerGen NCE Inc.'s research program and government departments, industry, professional and patient associations, not-for-profit and other organizations.

**3. Translate research and enable and document social and economic impact**

- a. Develops product, tool and service development plans and supports their execution in the translation of Network-supported research knowledge to users.
- b. Researches and prepares success stories for publication about AllerGen-supported projects and partnerships.
- c. Develops, tracks and documents monthly performance indicators related to knowledge translation efforts, activities, and associated social and economic impacts.
- d. In collaboration with the Manager, Research and Partnerships, supports the evaluation of the relative merits of new knowledge translation opportunities and related knowledge mobilization opportunities. Communicates feedback to AllerGen NCE Inc. researchers to improve the quality of knowledge translation strategies and tactics.
- e. Facilitates the work of Network investigators and partners in the process of knowledge translation and transfer. Drafts value propositions and knowledge summaries as appropriate for target audiences.

**4. Provide administration support and coordination to all aspects of AllerGen's national and international collaboration efforts**

- a. Assists with the development of international and national meeting planning, grant proposals, meeting materials, meeting reports, and accountability document preparation, which is part of AllerGen's knowledge and technology exchange and exploitation mandate.
- b. Assists with the development of grant applications and knowledge translation and dissemination proposals and accountability reports to provincial, national and international organizations.
- c. Facilitates researcher presentations to AllerGen NCE Inc. Committees.
- d. Assists in securing national and international sponsorship support for conferences.

**5. Other duties as assigned.**

***Education, Experience and Competencies:***

**Education**

At least an undergraduate degree in a relevant discipline from a recognized university. A graduate degree with applicability to knowledge translation would be considered an asset as would a background in health sciences, health services or business and/or public administration or pharmaceutical/medical sales and marketing.

**Experience**

- A minimum of five years of experience in a knowledge translation-related position

**Technical Competencies**

- Strong practical and theoretical understanding of KT theory and practice
- Knowledge of the principal health sectors in Canada including clinical care, medical services and biotechnology, pharmaceutical and health policy sectors.
- Knowledge of issues/challenges associated with translating and marketing outputs of R&D organizations and of the knowledge translation process from the research environment to products, services and policy.
- Knowledge of social and economic benefits metrics and methods.
- Knowledge of the regional, national and international technical and economic infrastructure, trends and events which impact on these infrastructures.
- Knowledge of the field of health services, healthcare, public health and/or biomedicine, especially pertaining to allergy, asthma and immune diseases.
- Ability to manage projects involving the negotiation and execution of agreements and contracts among multiple researchers, institutions, and partners.
- Ability to understand, integrate, translate and disseminate primary research outcomes undertaken in a multi-disciplinary and inter-disciplinary context.

**Skill Requirements**

- Very strong oral and written communications skills
- Ability to contribute to a team under complex and stressful conditions, and in an environment of multiple conflicting priorities
- Very strong diplomacy and interpersonal skills
- Demonstrated ability to execute against strategic and operational plans
- Strong problem solving, creative thinking and decision-making capacity
- Ability to provide critical analysis of proposed opportunities from a variety of perspectives

**Behavioural Competencies**

- *Commitment to Excellence:* Demonstrating a commitment to excellence in written and oral communications, administrative practices and processes. Demonstrating awareness of organizational goals and standards of excellence. Demonstrating high quality standards and a commitment to continuous improvement in your work. Facilitating excellence in the work of all those supported by this position within the Network.

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- *Business Understanding:* Setting directions and operating in keeping with an understanding of the industry or social/economic sector, market dynamics and priorities, and the NCE's role in regional and national systems of innovation.
- *Client Focus/Educational Skills:* Bringing excellence to internal or external clients through excellent interpersonal skills, aimed primarily at focusing efforts on discovering and meeting their needs for information and advice.
- *Networking:* Cultivating and actively maintaining a network of contacts as sources of information, advice and support.
- *Communication:* Openly communicating in a compelling, honest, persuasive and articulate manner, ensuring the message is clear, understood and consistent with AllerGen and NCE program objectives. Excellent oral and written communication skills are essential. Bilingualism is an advantage. Actively sharing knowledge and expertise within the Network while handling confidential and personal information with discretion and protecting personal privacy.
- *Relationship Building and Relationship Management:* Developing and maintaining relationships with Network researchers, TTO offices, venture capital firms, innovation centres and innovation, Network partner organizations in the private and public / not-for-profit sectors and industry opinion leaders.

**A valid driver's license and the ability to travel regionally and nationally are required.**

***Applications:***

**Terms**

The position is full-time. The place of work is McMaster University, MDCL Room 3120. The position will involve a contract, subject to three months of probation, and satisfactory performance as assessed in an annual performance review and available funding. Successful candidates have the potential for renewal of their contract to 2019, subject to performance, deemed need for the position, the outcome of periodic NCE reviews and availability of funding.

**Location:** AllerGen NCE Inc. is located in Hamilton, ON at McMaster University.

***Please note, employees of AllerGen NCE Inc. are not employees of McMaster University.***

**Salary Range:** Dependent upon qualifications.

**Closing Date for Applications: April 26, 2010**

**Please forward a covering letter with resume by e-mail to:**

**[ktopportunity@gmail.com](mailto:ktopportunity@gmail.com)**

***We thank all applicants for their interest, but only those selected for interview will be contacted.***