



Position Profile

Programs and Research Acting Director, Programs and Knowledge Mobilization

The Canadian Institute for Advanced Research (CIFAR) enables Canadian researchers to work on international research teams that are custom built to transform their fields of study. Founded in 1982 with a groundbreaking collaborative research model, CIFAR has been very successful at creating knowledge breakthroughs, advancing Canada's research community and fuelling innovation. It accomplishes this by identifying fundamental, complex research questions of global significance, and then bringing together the most distinguished thinkers from across Canada and around the world to answer these questions.

This is an interim position for one year, starting August 13, 2012. Applications will be reviewed starting no later than the week of June 18, 2012. Qualified applicants are encouraged to apply as soon as possible.

Purpose of Position:

Supports the President and Vice Presidents Research in the intellectual leadership and management of the Institute.

Supports the Vice Presidents Research in the development and implementation of CIFAR's strategic goals related to the Programs and Research Department.

Provides leadership and management support to the CIFAR program directors, program members and advisors of assigned programs, as well as other activities that constitute CIFAR's research effort in support of the Canadian research community.

Leads the development and implementation of knowledge mobilization activities related to the research performed within or arising from CIFAR programs and in alignment with the Institute's knowledge mobilization strategy.

Serves the knowledge needs of the Advancement and the Marketing & Communications Departments staff by interpreting the context and results of research.

Provides leadership and supervision of specific staff in the Programs and Research Department.

Statement of Major Responsibilities:

Supports President and Vice Presidents Research in intellectual leadership and management of the Institute by:

- Participating as a member of the Institute's management team and serving as the Institute's lead on Knowledge Mobilization

Supports the VP's Research in the development and implementation of CIFAR's strategic goals related to the Programs and Research Department by:

- Developing and managing an integrated strategy for the Programs and Research Department, and ensuring that new programs being brought on will align with these goals.
- Analyzing capacity and needs within CIFAR for new initiatives and integrating new initiatives within the broader framework defined by existing programs and corporate strategic goals.

Provides leadership and management support to the CIFAR program directors, program members and advisors of assigned programs, as well as other activities that constitute CIFAR's research effort in support of the Canadian research community by:

- Working with the Vice Presidents Research and program directors of assigned programs on the development of strategies, new program delivery models and cross-program initiatives; e.g., joint program meetings.
- Building external relationships with program directors of assigned programs by attending program meetings, acting as liaison with university department chairs and communicating with directors of university research services for allocating funding.
- Attending program meetings for assigned programs, ensuring that meetings are planned and organized and ensuring business and advisory meetings are included.
- Planning and managing program budgets for assigned research programs, in consultation with program directors.
- Organizing and overseeing 5 year program reviews for assigned programs; facilitating constructive interaction between program directors and advisory committees and following up to ensure recommendations are put in place.

Leads the development and implementation of knowledge mobilization activities related to the research performed within or arising from CIFAR programs and in alignment with the Institute's knowledge mobilization strategy by:

- Understanding and connecting the knowledge created within CIFAR's programs of research with interests and needs of a range of stakeholders (e.g. government, academia, non-governmental organizations, etc.).
- Working with CIFAR staff across departments as well as researchers to design, plan and execute knowledge mobilization experiences.

- Extending the reach and impact of the Institute's knowledge mobilization efforts (e.g. through web-based technologies)
- Identifying and translating knowledge needs of policy analysts and practitioners to CIFAR program directors and researchers.

Serves the knowledge needs of the Advancement and the Marketing & Communications Departments staff by interpreting the context and results of research by:

- Consulting with other directors in the Programs and Research Department, research program directors, and researchers to identify newsworthy research discoveries and achievements.
- Consulting with researchers to obtain consent and approval where appropriate for dissemination of research findings.
- Working with Marketing and Communication staff to promote knowledge mobilization activities and outcomes.
- Providing Marketing and Communications staff with suggestions for promotional or positioning materials.

Provides leadership and supervision of specific staff in the Programs and Research Department by:

- Providing leadership and supervision of all roles and functions of the Programs and Meetings Management Officer and Programs Research Officer, including assigning additional duties when necessary, conducting performance reviews, resolving staff issues/problems, recruitment and selection.

Education/Experience required:

- A masters or doctoral degree in the humanities, social sciences or natural sciences, or equivalent; experience in administration of or engagement with academic researchers; experience in outreach or knowledge mobilization/translation; some background in research methods such as: laboratory work, systematic reviews of research literature, archival work.

Core Professional/Technical Knowledge required for the position:

- Good knowledge of financial, human resources and administrative methodologies to recommend organizational standards and practices, build capacity and monitor budgets.
- Knowledge of research and current activities, policies and models in the field of knowledge mobilization/translation; connections with knowledge mobilization organizations desirable.
- Knowledge of or direct experience working with CIFAR stakeholders in federal, provincial, or regional offices or organizations.
- Project management, planning and execution skills.
- Ability to evaluate new initiatives/programs and to assess short, medium and long-term outcomes.

- Knowledge of CIFAR's role, mandate and programs.
- Computer skills to use a variety of standard and in-house office software.

Competencies:

- Leadership: to provide motivational leadership to and work with research program teams and department staff.
- Facilitation & Consultation: to facilitate meetings, elicit input, group problem solve.
- Strategic Planning: to provide input into the formulation of organizational strategic plans, to lead and support the goals of the Institute's knowledge mobilization strategy.
- Project Management: to lead, design, develop and promote various projects/initiatives related to knowledge mobilization and ensure successful completion on time and to budget.
- Analysis & Problem Solving: to identify and assess problems and ensure they are resolved, and to undertake specific assignments such as the planning and evaluation of knowledge mobilization activities for the Institute and their integration with and support to ongoing program activities.
- Communications: to lead internal discussions, participate on committees, deal with external stakeholders such as universities, government and industry; exemplify professional courtesy.
- Relationships Management: to work collegially with teams, staff, executives, partners/clients and identify opportunities to further build relationships; understand and contribute to functioning of teams.

Applications are to be submitted electronically to: **careers@cifar.ca**

For further information on this position, please contact:

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