

Job Posting

Alzheimer Society of Canada

The Alzheimer Society's vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

OUR VALUES

Collaboration Accountability Respect Excellence

The Alzheimer Society is an equal opportunity employer and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Director, Research and Knowledge Translation & Exchange (KTE)

Reports to: Chief Research and Knowledge Translation & Exchange Officer

Supervises: Research and KTE Lead, KTE Specialist and Assistant, Research

Job Summary

The Director, Research & KTE works within the Alzheimer Society's federated structure and collaborates closely with provincial partners, AS colleagues, external partners (Canadian and international) to support and promote the Alzheimer Society Research Program (ASRP) and the knowledge translation and exchange of evidence through traditional core education and lived experience resources. The role focuses on providing strategic leadership to inspire and reposition the Alzheimer Society as a priority setting leader.

Essential Duties and Responsibilities:

Research/Scientific Affairs: Programs

- Provides leadership and expertise on scientific affairs with regard to Alzheimer's disease and other dementias to stakeholders, including staff, Board of Directors, the media and the general public.

Research Knowledge Support

- Provides the Alzheimer Society of Canada and the AS Federation with leadership on scientific affairs and serves as a resource to identify appropriate researchers, scientists and/or identified Research Ambassadors to speak on scientific/research matters.
- Supports, in collaboration with the Chief Research & KTE Officer, the activities of the Research Policy Committee of the Board of Directors.
- Identifies areas and facilitates development of research policy.
- Represents the Society at scientific and research related meetings, upon request.

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Alzheimer Society Research Program ('ASRP') and annual Competition

- Provides strategic leadership to and coordination of all aspects of the annual ASRP competition.
- Oversees the Peer Review Panel, ensuring the integrity of peer review processes through the Research & KTE Lead.
- Oversees the management of AS research funding programs and partnerships, including ongoing grant and award administration, monitoring funding program effectiveness and recommending changes to the nature and scope of programs.

National Support Services, Standards and Education

- Oversees the ongoing creation and evaluation of existing and new national support services and education through the existing core literature maintenance, through the Education Specialist
- Supports the synthesis and leverages expertise available through the Members, front line staff and other stakeholders to identify needs, priorities and core support services and best practices/standards on a national basis.
- Promotes the implementation of endorsed support services, standards and best practices.
- Oversees the piloting and management of programs that enhance services provided to Members; evaluates and tracks utilization and efficacy on an ongoing basis.

Communications and Knowledge Translation

- Supports the communication and translation of dementia research, particularly ASRP funded research, in lay language, as necessary, in Canada and internationally, within many constituencies; i.e. research, media, people and families with dementia, donors and the general public.
- Collaborates with ASC colleagues in all departments to facilitate knowledge transfer and disseminate research and best practice news Promotes the ASRP, including public speaking engagements for federation members, local Chapters, external organizations, etc.
- Supports ASC and AS Federation responses to media requests with respect to scientific issues and developments, in conjunction with colleagues in Research and Communications & Marketing, by providing specific expertise on the ASRP and ASRP-funded research.
- Responds to internal/external requests for scientific/research information relating to the ASRP and ASRP-funded research.
- Participates in the development of research related communications that support Programs and Services of the Society and AS federation.
- Maintains current, in-depth knowledge of content required for best practices, care giving issues and care giving research; facilitates the transfer, sharing and communication of this knowledge to all Members
- Facilitates the transfer of knowledge by overseeing the preparation, updating and circulation of Information Sheets (e.g. writing synopses of clinical trials and studies, developing Drug Sheets, research, and other materials, etc.,)
- Coordinates information provided by Provincial Societies to ASC departments, committees and other means to understand the current/future trends, needs and wants of Members regarding core support services; identifies trends for proactive program and service planning opportunities.

Relationship Management

- Develops and maintains relationships with the dementia research community in Canada and internationally, and with other related health professionals.

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- Works with the Scientific Advisor, AS Research Ambassadors and members of the Society's Management team to build and sustain strategic alliances.
- Participates in the raising of funds for the ASRP through donor stewardship and providing scientific/research content for proposals, upon request.
- Builds and maintains relationships with AS Federation partners, to increase their engagement with the ASRP, support their fundraising and knowledge dissemination efforts.
- Works with members of the Society's team, continuing to develop strategic alliances and funding opportunities with government, Foundation and industry partners.
- Develops and manages strategic partnerships and opportunities that will leverage research investments.

Human Resources Management

- Mentors, manages, inspires, incents and directs the work of assigned staff resources, ensuring they perform assigned duties and responsibilities in a manner that supports the Society's mission, vision, values and annual/strategic goals and objectives.
- Collaborates in the recruitment, selection, hiring, orientation, disciplining and termination of Department staff.
- Conducts timely performance management reviews, in conjunction with other appropriate personnel.
- Facilitates opportunities for the professional development of self and staff, including in-service sessions, workshops, conferences, seminars, etc.
- Manages assigned consultants and contractors, ensuring that independent contractors, consultants are delivering contracted services.

Management Team Contributions

- Leverages knowledge, expertise and skills in a manner that contributes to, and supports the mandate of the management team and the broader Alzheimer Society mandate, including adopting strategies that promote teamwork and communication while working from a satellite location.
- Represents the Research Department at Extended Senior Management Team meetings and at Senior Management Team meetings, upon request and as required.
- Attends Board meetings, committee meetings, conferences, etc., upon request and as required.
- Participates on, and represents the interests of the Society on internal/external task forces, coalitions, committees, etc.
- Prepares reports and presentations.
- Participates in strategic planning.
- Collaborates in the development of annual financial plans; manages the departmental budget.

Health & Safety

- Complies with health & safety-related roles and responsibilities as specified in the Occupational Health & Safety Act.

Job Qualifications

Education:

- University degree in science or health-related discipline

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Experience:

- Ten (10) years related experience in a health research environment, with a preferred emphasis on Alzheimer's disease and/or related dementia.
- Significant experience in an organization closely aligned with, and focused on, scientific and research advancements.
- Experience in managing research funding programs.
- Experience working within complex organizations with multiple stakeholders is required.
- Demonstrated planning, evaluation and project management experience.
- Equivalent combinations of education and experience will be considered

Other Knowledge, Skills, Abilities or Certifications:

- Preeminent knowledge of Alzheimer Disease and other dementias, including biomedical, quality of life, pharmacological and other aspects of the disease(s).
- Comprehensive knowledge of scientific research and studies throughout the international research community.
- Sophisticated relationship-building and networking skills.
- Fluent bilingualism (written, verbal, comprehension) is strongly preferred.
- Strong skills in consensus-building and persuading, with the ability to effect and influence change.
- General knowledge of standards and best practices related to areas of responsibility.
- Work in compliance with Conflict of Interest guidelines.
- Impeccable verbal, written and listening communication skills, with the ability to communicate with ease and comfort in professional, often socially stressful situations and in a manner that speaks to the receiving audience.
- Strong public speaking abilities.
- Excellent interpersonal skills, sophisticated relationship-building and networking management skills are critical.
- Excellent organizational, planning, administrative and time management skills, including handling multiple, concurrent and diverse tasks ensuring long-term initiatives proceed while emerging opportunities are seized where appropriate.
- Strategic, tactical and conceptual thinker.
- Knowledge of the Microsoft suite of software, e.g. Word, Excel, PowerPoint, Access and various internet research tools.
- High degree of professionalism and integrity.

Please submit your resume and cover letter to: resumes@alzheimerssc.org

Please include the 'Job Title' in the subject line.

Closing Date: April 23, 2021

We thank all who apply, but only those selected for an interview will be contacted.