

JOB POSTING: SPECIAL PROJECTS LEAD

JOB TITLE SPECIAL PROJECTS LEAD

SUPERVISOR Marisa Creatore Assistant Scientific Director, CIHR Institute of Population and Public Health

LOCATION York University, Toronto, Ontario

APPLICATION DEADLINE Friday June 30, 2017

GENERAL INFORMATION

The Institute of Population and Public Health (IPPH) is one of 13 institutes that make up the Canadian Institutes of Health Research (CIHR), the Government of Canada's health research funding agency. IPPH's mission aims to improve the health of populations and promote health equity in Canada and globally through research and its application to policies, programs, and practice in public health and other sectors. The Institute is led by Dr. Steven J. Hoffman, Scientific Director.

POSITION PURPOSE

The Special Projects Lead provides scientific expertise, strategic support and project management to Institute-led initiatives. The Special Projects Lead will take the initiative to support 'special projects' related to IPPH's mandate and advance the Scientific Director's priorities. This person will also be involved in organizing Institute strategic activities such as giving presentations at conferences and to inter-sectoral stakeholders, developing and organizing scientific workshops and meetings, and developing related background materials including briefing notes and reports. The position requires strong knowledge of the Canadian public health system and policy environment, familiarity with the key Canadian and global public health issues, as well as a good understanding of the principles, approaches, and related methods for population and public health research. This position reports to the Assistant Scientific Director, but must be able to work well independently with minimal day-to-day supervision and as part of a diverse and geographically separated team.

ROLES AND RESPONSIBILITIES

IPPH is looking for a team-player who thrives in a fast-paced environment and is always ready to be faced with new challenges. You should be a critical thinker with a passion for learning and with excellent communication skills. In your role, you will be expected to:

- Act as the primary point of contact for specific IPPH initiatives and represent IPPH at meetings.
- General project management across a range of initiatives, including: monitoring project timelines and deliverables in collaboration with other team members and CIHR staff; and managing project budgets and documenting resources used.
- Interface with internal and external stakeholders and partners in support of projects such as expert panels, committees and team meetings.
- Prepare reports summarizing key learnings from events and plan follow-up action steps.
- Develop and conduct high-quality literature searches, environmental scans and research syntheses and lead the writing of briefing notes for different audiences.
- Lead in the planning of consultations and dialogues related to the Institute's strategic planning or to promote the uptake of research evidence in policymaking related to salient PPH issues. This includes planning different engagement modalities, assessing the necessary participants, and developing related briefing materials.
- Collaborate with other IPPH staff and others across CIHR to foster effective partnerships with organizations and intersectoral stakeholders.

- Assist with the development of manuscripts for publication.
- Support efforts to evaluate the Institute's performance and the effectiveness of its initiatives.

KNOWLEDGE, EXPERIENCE AND SKILLS

- Master's degree in public health, epidemiology or related field (PhD would be an asset)
- Minimum of 5 years' relevant experience.
- Strong knowledge of public health, population and public health research methods, and key public health issues in Canada and globally.
- Project management experience required.
- Ability to coordinate workflow and manage time to meet priority deadlines.
- Ability to identify evidence, critically appraise research studies, and accurately extract data.
- Demonstrated data management skills.
- Experience working in an interdisciplinary environment and strong knowledge translation skills to communicate complex public health concepts to non-expert audiences.
- Demonstrated interpersonal, relationship-building, networking and organizational skills.
- Ability to work under pressure, to establish priorities and to meet deadlines.
- Demonstrated ability to prepare documents and presentations for a variety of audiences.
- Excellent oral and written communication skills in English (knowledge of French would be an asset).
- Advanced computer skills and experience using MS Office and other relevant software.
- Ability to work both independently and within a team environment.

TYPICAL CONTACTS OR WORKING RELATIONSHIPS

- IPPH staff
- CIHR headquarters staff
- Staff working with other CIHR Institutes
- Researchers, policymakers and practitioners working in population and public health

COMPENSATION AND TERM OF EMPLOYMENT

This Special Projects Lead position is based in Toronto with office space at York University. Annual salary will be between \$70,000 - \$75,000 depending on the successful candidate's qualifications and years of relevant work experience. The successful candidate is expected to work approximately 37.5 hours per week. There is one position available.

Note: Institute staff are not employees of the federal government. We are employed by the Institute's administrative host. For this position, that means York University.

HOW TO APPLY

Please send a brief cover letter, CV and list of two references to Annie Jones, IPPH Administrative Assistant, at annie.jones@globalstrategylab.org. Please quote IPPH Project Manager in the email subject line. Only successful candidates will be contacted for interviews, which will take place in Toronto.

Thank you in advance for your interest.