

## **POSITION DESCRIPTION**

Assistant Scientific Director

Institute of Gender and Health, Canadian Institutes of Health Research

Montréal, Quebec, Canada

### **Overview:**

The Institute of Gender and Health (IGH) is one of 13 institutes that comprise the Canadian Institutes of Health Research (CIHR), the Government of Canada's health research funding agency. IGH's mission is to foster research excellence regarding the influence of gender and sex on health, and to apply these research findings to identify and address pressing health challenges facing men, women, girls, boys and gender diverse people.

The Assistant Scientific Director provides primary support to the Scientific Director in fostering and promoting the strategic initiatives of the Institute. The Assistant Scientific Director works directly with Montreal-based and Ottawa-based Institute and CIHR staff; senior federal and provincial government officials; Canadian and international researchers and trainees; senior staff of other CIHR Institutes; and Institute stakeholders to conceive, develop, implement and evaluate programs and projects to ensure the Institute meets its goals. The Assistant Scientific Director will also research, synthesize, and prepare educational material on the integration of sex and gender across all biomedical and clinical research areas, including the presentation of this evidence both nationally and internationally as required.

### **Job Summary**

#### **Major Responsibilities:**

##### **Scientific Management**

- Work closely with the Scientific Director to provide leadership on all aspects of IGH's operations in line with both IGH's and CIHR's strategic vision
- Work in partnership with federal and provincial government officials, national and international organizations, health researchers, knowledge users and other stakeholders in providing vision and determining future directions for research on gender, sex and health
- Lead the development and implementation of Institute strategic and operational plans
- Ensure that the Institute is meeting its goals; account to the Scientific Director on a regular basis on performance and progress in relation to plans, including the Integration, Innovation and Impact directives
- Conceive, develop, implement and evaluate CIHR, national and international initiatives to enhance research on gender, sex and health
- Conceive, develop, implement, disseminate and evaluate gender, sex and health research training initiatives and activities for pre-clinical, clinical and big data health research
- Evaluate Institute research funding initiatives through national surveys, monitoring of outputs and outcomes, communications with funded investigators
- Stimulate and promote international research and research training collaborations.
- Develop national and international partnerships for strategic research initiatives

- Promote the work of the Institute at national and global meetings and conferences
- Create and manage requests for proposals and requests for applications for initiatives that will further the goals of the Institute
- Provide strategic leadership on IGH-led and IGH-partnered Signature Initiatives
- Oversee the IGH Institute Community Support program
- Oversee activities related to research stakeholder input including: planning and agendas for meetings; work with national and international consultants on ad hoc projects/activities/working groups; oversee orientation of advisory groups
- Work closely with all CIHR Portfolios and other Institutes' staff in Ottawa, depending on needs, to ensure IGH representation and input on committees, events, initiatives, and projects
- Contribute to the development of annual reports on Institute activities and compile materials for performance evaluation of the Institute by CIHR and international reviewers
- Ensure comprehensive management of Institute records including documents and communications in accordance with the federal government's Access to Information Act

### **Financial Management**

- Collaborate with Scientific Director and other IGH staff to prepare and oversee Institute's strategic initiative budget
- Oversee the Institute Community Support Program budget
- Evaluate and provide recommendations on external requests for support from Institute development funds
- Monitor research-related activities supported through the Institute development funds to ensure all obligations to the Institute are met and deliverables received

### **External Relations**

- Foster collaborative relationships with researchers and diverse constituencies through presentations and interaction to identify research needs, opportunities and challenges pertaining to IGH
- Define, identify, mentor and support sex and gender champions within and external to health research funding organizations, including CIHR and the Canadian research community at large
- Establish and maintain strategic relationships with national and international stakeholders, including preparation and oversight of partnership agreements including memoranda of understanding
- Advise requestors from universities and teaching hospital, government and non-governmental agencies and community groups on how to identify and focus research questions, determine project feasibility, scope and time frame, and advise as to eligibility for CIHR and Institute funding programs
- Lead the development and implementation of partnership strategies and framework(s) for IGH consistent with CIHR corporate-wide policies
- Represent the Institute at regular CIHR meetings in Ottawa; participating in decision-making at national level re: funding policies and operations practices; providing input on

implications of policies for the Institute

- Represent the Institute at provincial and federal government meetings, national and international conferences and symposia
- Prepare briefing documents for Scientific Director, federal government officials and parliamentarians
- Respond to queries and meet with national and international visitors and delegations to provide information about the Institutes and CIHR

**Consequence of Error/Impact of Decision:**

Must work independently and exercise sound and informed judgment, diplomacy and decision-making. Errors could seriously jeopardize the public and government credibility of the Institute of Gender and Health and the Canadian Institutes of Health Research.

**Supervision Received:**

The Assistant Scientific Director reports to the Scientific Director.

**Supervision Given:**

The Assistant Scientific Director will help oversee and collaborate with all other IGH staff members.

**Working Conditions:**

The applicant works in the Institute of Gender and Health located at Institut Universitaire de Gériatrie de Montréal.

**Qualifications and Skills:**

Graduation with a graduate degree in a discipline related to the Institute's mandate (Doctoral degree preferred). A minimum of seven years related experience in a health and/or research setting including two to four years' experience in research program or multi-organization project management. Management and leadership experience. Familiarity with current research and policy issues in gender, sex and health in Canada. Work requires superlative written and oral communication skills, with experience in health-related science writing. Requires demonstrated ability to show initiative and ingenuity. Excellent interpersonal, organizational, time-management, presentation, negotiation and decision-making skills, tact, good judgment needed. Experience working in health research or health policy sectors is considered a definite asset.

Strong negotiation skills and ability to effectively lead discussions. Demonstrated experience interacting with senior officials and decision-makers. Knowledge of health sector, scientific practices and CIHR.

**Language requirements:**

- Fluency in English (written and spoken) is required, as IGH's national and international scope involves frequent engagement with English-speaking stakeholders
- Fluency in French (written and spoken) is an asset

**Duration:** Term position linked to Scientific Director's CIHR term at host institution  
The initial appointment will be for one year, with the possibility of renewal  
Full time; grant funded

**Salary:** Negotiable and commensurate with experience and human resource guidelines set out by the Institut Universitaire de Gériatrie de Montréal.

**Application Materials and Deadline:**

Please send a motivation letter, full CV, and 3 references. Applicants are encouraged to consult the IGH website <http://www.cihr-irsc.gc.ca/e/8673.html>

All application materials must be received by Abigail Forson, Assistant Director, IGH, Ottawa by email [Abigail.Forson@cihr-irsc.gc.ca](mailto:Abigail.Forson@cihr-irsc.gc.ca) by February 13, 2015.

Only successful candidates will be contacted. These candidates will receive an invitation for an interview by February 20, 2015.