

## **POSITION DESCRIPTION**

Knowledge Translation and Policy Manager  
Institute of Gender and Health, Canadian Institutes of Health Research  
Montréal, Quebec, Canada

### **Overview:**

The Knowledge Translation and Policy Manager leads the knowledge translation (KT) and policy strategic communications portfolio at the CIHR Institute of Gender and Health (IGH), including the management of KT projects, policy initiatives, communications activities, funding opportunities, budgets and partnerships.

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.

At the core of this mission is a commitment to KT, which CIHR defines as, "a dynamic and iterative process that includes synthesis, dissemination, exchange and ethically-sound application of knowledge to improve the health of Canadians, provide more effective health services and products and strengthen the health care system." IGH's strategic interest in KT includes improving KT capacity of IGH's research community; increasing awareness among knowledge users and citizens of the influence of sex and gender on health and wellbeing; and greater integration of sex and gender considerations in health policies, programs, services, systems and society at large.

The KT and Policy Manager works on a day-to-day basis with IGH team members in Montreal and Ottawa. The KT and Policy Manager regularly collaborates and/or interacts with other CIHR staff, IGH members, researchers, contractors, and other stakeholders. The KT Manager reports to the Scientific Director.

### **WORK PERFORMED:**

#### **Knowledge translation management**

- Lead IGH's overall KT portfolio
- Provide strategic guidance on KT to IGH staff in relation to Institute initiatives, partnerships, projects and activities
- Track emerging and new opportunities for KT related to gender, sex and health research and develop recommendations to capitalize on these
- Develop and execute KT training activities and tools to build capacity for KT among IGH-funded researchers
- Seek strategic opportunities and create initiatives that position the Institute to facilitate knowledge exchange, partnerships for KT, and the uptake of gender, sex and health research evidence, including fostering public engagement with health research
- Report to IGH's Scientific Director on an ongoing basis on the policy portfolio

### **Policy opportunity management**

- Lead IGH's overall policy portfolio;
- Provide strategic guidance on policy opportunities to IGH staff in relation to the Integration, Innovation and Impact goals of IGH's mission
- Track emerging and new opportunities for policy influence related to gender, sex and health research and develop recommendations to capitalize on these
- Prepare policy briefs and tools to build capacity for policy impact by IGH, IGH-funded researchers, and IGH partners
- Initiate, negotiate and foster partnerships with other organisations interested in shared policy impact goals
- Report to IGH's Scientific Director on an ongoing basis on the policy portfolio

### **Strategic communications management**

- Transform the impacts of IGH's initiatives and key messages into compelling narratives designed to advance the Institute's strategic goals and resonate with target audiences.
- Develop digital content and print collateral for a diverse range of platforms (e.g., web, email, social media, video, slide presentations, infographics, conferences, live public events), with a particular emphasis on translating scientific evidence into suitable formats for various target audiences
- Manage IGH's communications infrastructure, including email marketing applications, contact relationship management and social media management systems
- Develop and lead digital strategies for engaging and growing IGH's community
- Develop and lead promotional strategies for Institute funding opportunities, activities, and products
- Work collaboratively with CIHR's Ottawa-based Communications and Public Affairs branch to identify and follow through on opportunities to profile IGH in the media;
- Liaise with national and regional media outlets and journalists (through media releases, press conferences, as well as by responding to media inquiries)

### **Funding program management**

- Lead IGH's Gender, Sex and Health Trainee KT Supplement program, including the launch of the funding opportunity, peer review of proposals, correspondence with applicants, and recipient reporting requirements
- Manage IGH's partnership in KT-related funding competitions led by other institutes and branches within CIHR
- Lead the development of the KT objectives and requirements to be included in all of IGH's broader funding opportunities
- Lead the development and management of KT partnerships in IGH funding opportunities

### **Project and budget management**

- Manage the production process for IGH digital and print communications products, including procurement and supervision of contractors such as designers, proofreaders, translators and printers
- Manage logistics for KT-related events, including vendors such as caterers, venues, and AV suppliers

- Develop and implement methods for on-going evaluation of the performance and effectiveness of knowledge translation and policy activities and engage in on-going quality improvement
- Develop budgets for all IGH KT activities and manage IGH's overall KT budget in close collaboration with IGH's financial management team

**Other**

- Perform other related duties as required

**CONSEQUENCE OF ERROR:**

The work of the KT and Policy Manager must be completed at a high level of accuracy and efficiency. The KT and Policy Manager will represent IGH in an official capacity, for example when interacting with leading researchers, high-profile decision-makers or media representatives. As such, the KT Manager is expected to show sound judgment in all of their activities on behalf of IGH. Errors could seriously jeopardize the public and government credibility of IGH, Canadian Institutes of Health Research, and the Government of Canada.

**SUPERVISION RECEIVED:**

The KT Manager is expected to function independently, but will report to the Scientific Director. The Assistant Scientific Director, in conjunction with the Scientific Director, will provide direction to the KT Manager. It is imperative that the KT Manager work collaboratively and with minimal supervision. They will act independently in performing defined duties from broad objectives and will alert the Assistant Scientific Director and Scientific Director to any unusual situations, and will keep them advised of problems as they arise or are anticipated.

**SUPERVISION GIVEN:**

The KT and Policy Manager will be responsible for supervising contractors working on ongoing and project-specific KT-related activities (e.g., graphic designers, translators, printers, event venues, caterers, A/V services).

**EDUCATION/WORK EXPERIENCE:**

Masters degree, or commensurate experience, plus minimum four years of experience related to health research knowledge translation. Experience working in a government or university environment an asset. Management experience an asset.

**COMPETENCIES**

- Communication
- Initiative
- Leadership
- Creativity
- Teamwork and cooperation
- Problem solving
- Strategic thinking
- Results orientation
- Relationship building
- Planning and organization

**KNOWLEDGE:**

- Knowledge translation theories and strategies
- Digital and print communications strategies
- Understanding of and sensitivity to a range of KT audiences including policy makers, practitioners, researchers and consumers
- Advanced understanding of health research. Knowledge of and experience with research related to gender, sex and health an asset
- Knowledge of the health research funding environment in Canada
- Program evaluation experience an asset

**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.