

**JOB DESCRIPTION**

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| <b>Reports to</b>     | Director of Strategic Projects |
| <b>Accountable to</b> | RIA Team                       |
| <b>Terms</b>          | 16-month contract              |

**BACKGROUND:** The Schlegel-UW Research Institute for Aging (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance the care and quality of life for older adults. Through collaborations with key partners and stakeholders, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy. The RIA consists of 15 research chairs and specialists, affiliate researchers, and staff members with a commitment to improved quality of life and care across the continuum of care.

The Ontario Centres for Learning, Research and Innovation for Long-Term Care (CLRI) is a program of the RIA and partners with the long-term care (LTC) sector to enhance the health and well-being of those who live and work in LTC homes. We provide programs and resources to train and engage the current and future workforce. The Ontario CLRI is funded by the Government of Ontario and hosted at Baycrest Health Sciences, Bruyère and the RIA.

**PRIMARY PURPOSE:** The project manager participates in the overall implementation (planning, development, evaluation and knowledge mobilization) of RIA projects and initiatives, including developing or giving leadership to various training or education programs. The position requires a self-motivated individual who is able to work on one or more dynamic projects at a time, and take on additional projects as required. The project manager is expected to work independently and collaboratively with team members, researchers, and stakeholders to achieve project goals. The project manager is able to give leadership to projects with minimal supervision, and is able to contribute as a team member to more complex projects and programs.

The project manager will be responsible for managing, planning and implementing a variety of projects within the Ontario Centres for Learning, Research and Innovation in Long-Term Care (CLRI) Program Initiatives will include:

- LTC Education and Research: working with stakeholders and researchers to develop and deliver education curricula for LTC and execute research projects.
- Workforce Recruitment and Retention Initiatives: Leading work related to recruitment and retention in LTC, including working with and convening stakeholders, engaging secondary and post-secondary sectors and profiling careers in LTC.
- Evaluation and Knowledge Mobilization: Enabling and executing projects in alignment with the RIA and program evaluation plans and knowledge mobilization strategies.

**KEY ACCOUNTABILITIES:** The project manager is accountable to an RIA director. The following details the key accountabilities for the role:

1. **Project Implementation:** Develop project implementation plans and budgets and work collaboratively with stakeholders (researchers, LTC homes, provincial organizations) to develop and deliver education curricula for LTC and execute research and other projects in accordance with strategic goals, evaluation plans, knowledge mobilization strategies and contracts.
2. **Stakeholder and Team engagement:** Liaison and build relationships with multiple internal and external stakeholders to collaboratively manage programs, events and achieve results Pro-actively and regularly communicate with project teams, stakeholders and/or researchers, including obstacles and challenges as they arise and contributing to project goals and problem solving. Lead engaged meetings that effectively move initiatives forward with clear action plans. Manage diverse stakeholder contributions and tailor responses to meet their needs.
3. **Supervision and Mentorship:** Provide leadership and mentorship to staff and/or casual staff as part of our pooled-resource staffing model.
4. **Communication:** Excellent written and verbal communication skills (including the use of plain language) to interact and communicate with project teams, partners, and stakeholders. and support the development of knowledge mobilization products.
5. **Other:** Take on a variety of RIA projects and activities, as they arise.

**POSITION REQUIREMENTS:**

**Education:** University degree in a relevant field. Masters degree preferred.

**Experience and Skills:**

- 5- 7 years of experience leading complex projects and research initiatives in partnership with stakeholders, including project planning, management, budgets and evaluation.
- Experience facilitating collaboration with researchers/experts/stakeholders to achieve project goals.
- Ability to nurture and drive a collaborative team environment
- Exceptional communication skills, including oral presentations tailored to different audiences
- Managing multi-variant tasks and competing priorities in an organized and efficient manner.
- Ability to drive, plan and manage change.
- Ability to lead and participate in committees and/or project work groups to support moving strategic directions forward.
- Self-starter with a proactive attitude who can anticipate needs.
- Expertise in using products like Microsoft Word, Excel, PowerPoint and Outlook, Adobe, Hubspot and online survey platforms.
- Knowledge of and experience with knowledge translation/mobilization an asset.
- Familiarity with the education (secondary and post-secondary) and long-term care sectors an asset.
- Fluent in English. Fluency in French an asset but not required.
- Eligible to obtain a successful police background/criminal record check.
- Interest and passion for enhancing quality of life and care for older adults.

## **SCOPE OF WORK:**

- **Interpersonal Skills:** Internally communicates with researchers, stakeholders and project team members to ensure the effective implementation of projects/initiatives; professionally represents the RIA in all communications and at events and represents the RIA and the CLRI program on stakeholder committees and working groups
- **Level of Responsibility:** Inform program priorities and lead the development and implementation of effective implementation of project activities in a way that maintains the integrity of the project goals and RIA's reputation within the research-to-practice community and the long-term care sector.
- **Decision-Making Authority:** Ability to identify and prioritize activities for program implementation; ability to identify successes and challenges while coordinating project activities to inform adaptations for future implementations; engage in problem-solving with team members to optimize success and efficiencies; ability to seek appropriate support and decision-making as needed.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunity to move about. Office is located in a comfortable indoor area. The work is varied and project assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and stakeholders. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

## **HOW TO APPLY:**

RIA invites applications (cover letter and resume) by **November 9, 2020**. Please submit your application in one document by email to Tammy Cumming at [tammy.cumming@uwaterloo.ca](mailto:tammy.cumming@uwaterloo.ca).

RIA is an equal opportunity employer and is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) during our recruitment process. If you require accommodation, please let us know in advance. This role is contingent upon funding.