

## Project Officer, Knowledge Mobilization

Schlegel-UW Research Institute for Aging

*Posting Date: December 18, 2020*

*Closing Date: January 11, 2021*

### JOB DESCRIPTION

**Reports to:** Director of Research Coordination and Research-Practice Integration  
**Terms:** 13-month (full-time contract)  
**Location:** Schlegel-UW Research Institute for Aging, Waterloo, ON ([www.the-ria.ca](http://www.the-ria.ca))

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### 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.

RIA's Research and Development sites include 19 long-term care and retirement communities, operating as Schlegel Villages ([www.schlegelvillages.com](http://www.schlegelvillages.com)). Approximately 4,500 residents live in Schlegel Villages (SV), and their needs are supported by roughly 4,500 team members. The RIA team works with researchers, village team members, and residents to coordinate research within SV, enabling innovations to be trialed in these sites before being disseminated broadly to benefit older adults everywhere.

One of RIA's core mandates is to be a leader in knowledge mobilization (KMb) in the field of aging, with the ultimate objective of enhancing quality of life and care for older adults. RIA defines KmB as the process by which research and the real world connect to each other, and includes dissemination and implementation activities informed by intentional interactions with stakeholders to ensure that scientific knowledge is practice-informed and practice and policies related to aging are evidence-informed. Stakeholders include, but are not limited to, older adults, researchers, formal and informal care partners, policy makers, students, and innovators.

### PRIMARY PURPOSE:

The *Project Officer, Knowledge Mobilization* is responsible for coordinating research-to-practice projects within SV. The Project Officer will provide coordination and communication supports to project teams (including research teams and knowledge users) at all stages of the research process (e.g., research coordination, piloting/implementation, scale, spread), including dissemination of results and development of KmB tools and resources. He/she will strive to engage stakeholders (e.g., older adults,

researchers, care partners, policy makers, students, innovators) throughout the process to ensure that relevant questions are investigated, key learnings are shared in meaningful ways, and opportunities to develop collaborative partnerships among stakeholders are recognized and pursued.

#### **KEY ACCOUNTABILITIES:**

1. **Research Project Management:** Manage the research proposal process, including coordinating project meetings, setting agenda, taking minutes, clarifying roles amongst partners and making recommendations to senior level committees. Oversee the day-to-day operations and completion of RIA projects and activities in accordance with strategic goals, work plans, and contracts. Support the development of project/program implementation plans and work collaboratively with stakeholders. Document and maintain project files to maximize information sharing and to facilitate team communication.
2. **Knowledge Mobilization:** Facilitate the dissemination of project information and findings. This could include developing presentations, KMB tools, resources (infographics, toolkits, summary sheets). Support the development of process models, implementation and evaluation plans to ensure sustainable spread of RIA projects, programs and resources. Participate in internal and external committees, work groups and projects, as required.
3. **Communication with stakeholders:** Strong writing and verbal communication skills (including the ability to explain complex scientific concepts in plain language) to interact and communicate with project teams, partners, and stakeholders, and prepare and deliver knowledge mobilization products. Maintain and update the RIA's project database, develop reports and summaries of information for various audiences. Must be able to maintain confidentiality and communicate with diplomacy and tact.
4. **Development of a culture of innovation and inquiry in Schlegel Villages:** Provide in-person and virtual leadership across the 19 Schlegel Villages to engage knowledge users/stakeholders throughout the research to practice process within SV.
5. **Teamwork and Consultation:** Work as a collaborative RIA team member with researchers, Schlegel Village team members and residents to support RIA programs, projects and communications.
6. **Other duties as assigned:** Take on a variety of RIA projects and activities, as they arise.

#### **POSITION REQUIREMENTS:**

##### **Education:**

- University degree (Master's level preferred) in health sciences or a related area
- Training in Implementation Science and/or Knowledge Mobilization, preferably in the healthcare field
- Training in evaluation and research design (not required, but would be an asset)

##### **Experience and Skills:**

- Approximately 3-5 years of experience supporting and leading Knowledge Mobilization activities, preferably in a healthcare context
- Leading and supporting complex projects, including project planning, implementation, promotion and evaluation

- Experience working with researchers, health care providers, and older adults (understanding of vulnerable populations)
- Strong working knowledge of research design and research ethics
- Strong written and oral communication skills
- Communicating with diverse stakeholders and tailoring messaging for different audiences, both in written reports, oral presentations and in meetings
- Demonstrate experience in all aspects of knowledge mobilization, including:
  - Developing and implementing knowledge mobilization products (e.g., implementation guides, plain language summaries, newsletters, presentations, reports);
  - Supporting and implementing evidence-based programs;
  - Applying best practices in knowledge exchange (e.g., communications, education/training, toolkit development, stakeholder engagement, co-creation of products);
  - Consulting with relevant stakeholders using surveys, focus groups, social media, etc.
- Be able to assess and make judgements about appropriate implementation frameworks and approaches for different contexts and settings
- Be committed to staying abreast of best practices in knowledge mobilization to inform activities
- Gather and use quantitative and qualitative data on programs and products to improve the quality of implementation to support dissemination and adoption.
- Use critical thinking to solve problems to facilitate projects through various phases of implementation, spread, scale and dissemination
- Demonstrated ability to coordinate stakeholder meetings, work groups and events (e.g., developing agendas, taking minutes, coordinating meeting logistics and moving strategic objectives forward)
- Have excellent planning and time management skills, be able to manage multiple tasks and competing priorities in an organized, efficient, and detail-oriented manner
- Have an interest in, and passion for enhancing older adults' quality of life and care
- Have familiarity with the long-term care and retirement living sector
- Have expertise in using Microsoft software (e.g., Word, Excel, PowerPoint, Outlook)
- Ability to travel to various Schlegel Village locations across Southern Ontario
- The successful candidates will be required to obtain a police background/criminal record check

#### **SCOPE OF WORK:**

- **Interpersonal Skills:** Builds strong relationships. Internally communicates with project team members to ensure the effective implementation of projects/initiatives; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the 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 successes and challenges while coordinating project activities; 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. Travel across Ontario to various Schlegel Villages is required.

**HOW TO APPLY:**

RIA invites applications (cover letter and resume) by January 6, 2021. Please submit your application in one document by email to Susan Brown, Director of Research Coordination and Research-Practice Integration ([susan.brown@uwaterloo.ca](mailto:susan.brown@uwaterloo.ca)).

RIA welcomes applications from all qualified persons. 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). If you require accommodation, please let us know in advance.