

Project Manager

Department: Ontario CLRI at RIA

Posting Date: January 16, 2024 - until filled

Term: Fixed-term contract until March 31, 2025

Hiring Range: \$70,000-\$80,000 annual salary

Benefits: Extensive benefit package inclusive of health, dental, RRSP matching, and paid personal days. Hybrid working options available for team members to work up to 3 days per week from home.

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 care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

The [Ontario Centres for Learning, Research and Innovation in Long-Term Care \(CLRI\)](#) is a program of the RIA, Baycrest Academy for Research and Education, Bruyère, that 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.

The Living Classroom is a partnership model that integrates education into a LTC or retirement home to support workforce development in senior living. Students, faculty, and those living, visiting, and working in the home engage in a culture of shared learning. The RIA was host to one of the first Living Classrooms in Ontario, and the goal of this current project is to spread, scale and evaluate the Living Classroom model across the province. This project is in collaboration with CESBA (The Ontario Association of Adult and Continuing Education School Board Administrators).

Primary Purpose

The Project Manager supports the planning, execution, evaluation, and knowledge mobilization of various projects. The Project Manager will provide project management expertise to effectively execute and complete projects within timelines, working closely with partners in the LTC sector, education sector (i.e., school boards, colleges and universities that train health care workers), and funders. The Project Manager will also work closely with knowledge mobilization, communication, and evaluation experts on the team to promote the project(s), assess impact and mobilize outcomes.

The role will support RIA's vision, mission, and values as well as have an interest and passion for enhancing quality of life and care for older adults and team members working in senior living.

Key Accountabilities

- 1. Project Management:** Develop and implement project work plans, manage day-to-day project operations, develop budgets and monitor expenses, and ensure that all project timelines and objectives are achieved. Responsible for various CLRI activities, including partner engagement, quarterly and annual reporting, budget tracking, workshop and meeting planning, evaluation activities, and working with a team to achieve the project objectives. Document and maintain project files to maximize information sharing, facilitate team communication, and track the progress of activities and projects across the organization.
- 2. Partner Engagement:** Work closely and build strong relationships with internal and external research and practice partners, including LTC and education partners, to achieve project objectives. May be required to run focus groups, communities of practices or other engagement sessions to support the work.
- 3. Communication:** Strong written and verbal communication skills to interact and communicate with project teams, external partners and diverse audiences, including education and LTC partners, funding agencies/ministries, community organizations, students, and others with lived experience. Ability to tailor communication, including written reports and knowledge mobilization products, to the target audience. Ability to facilitate meetings and/or document meeting outcomes.
- 4. Teamwork:** Pro-actively and regularly communicate with project teams, partners and/or researchers to achieve project outcomes. Provide supervision, leadership, and mentorship to support staff and/or casual staff as part of our pooled-resource staffing model.
- 5. Other:** Take on a variety of RIA projects and activities, as they arise.

Position Requirements

Education:

University degree in social sciences, public health, or health services research. Training or equivalent experience in project management, evaluation and/or knowledge mobilization an asset.

Skills and Experience:

- A minimum of 5 years of experience in project management, including project planning, implementation management, budgeting, and evaluation.
- Experience engaging with various groups, including the education sector (e.g., colleges, universities and school boards that train health care workers), LTC, students, older adults and their care partners.
- Experience with report writing and communicating/presenting project findings.
- Experience using various systems/technologies (CRMs [e.g., HubSpot], project management software, customized databases, Google Forms/Gravity Forms, and other platforms) to optimize project outcomes. Ability to understand performance and evaluation metrics, including the ability to interpret and take action, based on data.

- Understanding of knowledge mobilization theories and best practices, and have experience developing and disseminating knowledge mobilization resources, tools, and products.
- Ability to work in a collaborative team environment.
- Ability to adapt to change and manage competing priorities.
- Self-starter with a proactive attitude who can anticipate needs with strong organizational skills.
- Experience and fluency using Microsoft and Google Workspace products.
- Fluent in English. Fluency in French is an asset but not required.
- Must have a valid driver's licence and be available for occasional travel throughout Ontario.
- Eligible to obtain a police background/criminal record check.

Scope of Work:

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective and efficient implementation of the project in alignment with the goals and objectives.
- **Decision-Making Authority:** Accountable to make operational decisions for the day-to-day operations of the project with support from the supervisor.
- **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 opportunities to move about. Office is located in a comfortable indoor area and options for hybrid work are available for this position. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and collaborators. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional to frequent travel is required.

Vaccination Statement

All researchers, employees and students of the RIA who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, 2SLGBTQI+ people, persons with disabilities and people from other equity-deserving groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

How to Apply

RIA invites applications (cover letter and resume) to be submitted by email to applications@the-ria.ca. Please include the job title in the subject line of the email.

Please note that all positions at the RIA and the continuation of these positions are conditional upon funding.