

## Director, Ontario Centres for Learning, Research and Innovation in Long-term care at the Schlegel-UW Research Institute for Aging (Director, Ontario CLRI)

**Department:** Ontario CLRI at the RIA

**Posting Date:** April 30, 2024 - until filled

**Term:** Indefinite-term contract

**Salary Range:** \$84,000-\$104,000 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.

### **Primary Purpose**

The Director, Ontario CLRI will provide strategic and operational leadership to the Ontario CLRI program in partnership with Baycrest and Bruyère. The role will be accountable for the successful implementation of Ontario CLRI at the RIA projects and initiatives, including budget management. As an experienced leader, the Director, Ontario CLRI will guide a team of professionals to enhance the health and well-being of those who live and work in LTC homes across Ontario. This role will establish and maintain strategic partnerships with government funders, key LTC and education partners, and researchers to achieve impact and meet the changing needs of the sector. Additionally, this role will be responsible for identifying funding opportunities, leading proposal writing and supporting the writing and securing of new funding.

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. Leadership:** Provide strategic and operational leadership to the Ontario CLRI Program portfolio to ensure impact and alignment with funding and RIA's strategic direction. The Director, Ontario CLRI will act as a member of the RIA leadership team and will also provide input on the RIA's strategic and operational direction. Work closely with the broader RIA team to leverage and align work and impact and identify and secure grant funding. Work collaboratively with and provide supervision and mentorship to team members to ensure division success in alignment with RIA's culture and values.
- 2. Partner Engagement and Knowledge Mobilization:** Build and maintain partnerships with external and internal partners to support organizational goals. Identify and mobilize opportunities for impact across the sector in collaboration with the research team and external partners. Provide strategic direction to the development of education and resources such as high-quality reports, presentations, education, and other knowledge mobilization products.
- 3. Communication and Reporting:** Strong written and verbal communication skills with the ability to tailor messaging to diverse audiences. Present and discuss complex matters with partners through a variety of virtual and in-person events and meetings. Proactively report to funders, team members, and key partners on activities, and contribute to the writing and dissemination of various written products, including grant applications, technical reports, and program reports. Represent Ontario CLRI at the RIA as a chair or attendee of various committees, meetings, conferences, and events.
- 4. Financial Management:** Responsible for the development and management of division/program budget and support project teams with project budget development. In partnership with the RIA accounting department, provide regular reporting of expenditures to senior leadership and funding agencies, as required. Responsible for management of spending in alignment with RIA policies and funder guidelines. Ability to effectively source and work with consultants and vendors to ensure successful outcomes. Complete all funder reporting requirements.
- 5. Other:** Take on additional tasks, activities and special projects, as they arise.

### **Position Requirements**

#### **Education:**

Master's degree or equivalent experience related to social sciences, education, gerontology, health administration or other related discipline. Certificate and/or training in knowledge mobilization, and/or quality improvement is an asset.

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

- At least 8 years experience in providing strategic direction and leadership to organizational programs or divisions.
- 5 years of experience in leading and supervising a project team in alignment with organizational values and project goals.

- 5 years of experience managing large, complex budgets.
- Experience working with and building effective working relationships with external partners, including funding organizations, with strong, demonstrated ability to negotiate and build consensus.
- Experience with knowledge mobilization and tailoring resources to various target audiences.
- Experience with grant writing, and program/project evaluation reporting.
- Excellent interpersonal and communication skills to work effectively with in-house and remote teams, external vendors and partners.
- Highly motivated, detail-oriented individual with the ability to multitask, prioritize, and meet tight deadlines and manage change within a high demand environment.
- Knowledgeable about long-term care/seniors living sector is an asset.
- Proficiency in the use of computers and various software applications including Google, Microsoft Office Suite (Word, Excel, PowerPoint), and webinar platforms.
- 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.
- Eligible to obtain a successful 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 projects and providing strategic and operational insights to the RIA. Lead and support a growing team.
- **Decision-Making Authority:** Accountable to make strategic and operational decisions that are aligned with RIA standards and funder expectations.
- **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. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional 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.

**Funding Statement**

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

**How to Apply**

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