

## Knowledge Mobilization Manager

**Department:** Research and Knowledge Mobilization Team & Program Team

**Open Positions:** Two positions

**Posting Date:** June 28, 2024 - until filled

**Term:** Indefinite-term contract

**Hiring Range:** \$75,000-\$85,000 annual salary

**Benefits:** Extensive benefit package inclusive of health, dental, RRSP, 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 these and other 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 change.

### Primary Purpose

The Knowledge Mobilization Manager is a self-motivated individual who is able to lead the planning and implementation of knowledge mobilization initiatives from the inception to completion of research projects led by researchers and funded programs. The Knowledge Mobilization Manager understands and applies best practices in knowledge mobilization to each initiative to support and impact practice and/or policy and spread and scale of programs. This role will collaborate closely with RIA researchers, communications, RIA team members, external partners, and those with lived experience to support the effective implementation and mobilization of research and programs to improve the quality of life and care of older adults.

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 those who care for them.

### Key Accountabilities

- 1. Knowledge Mobilization:** Provide leadership to the development, adoption and implementation of RIA's knowledge mobilization strategy based on best practices and co-design principles in alignment with RIA's strategic plan. Understand, develop and apply knowledge mobilization strategies to initiatives that reflect the needs of the target audience and increase the uptake and impact of evidence-based knowledge. Manage and design appropriate, engaging, and high-quality

knowledge mobilization products, tools and activities to support evidence-informed outcomes and meet the needs of the target audience. This may include advising on the development of products across a range of formats such as reports, infographics, research summaries, web resources and videos. Inform implementation and evaluation plans to measure the impact of knowledge mobilization projects and products.

2. **Partner Engagement:** Liaise and build strong relationships with multiple external partners to engage in co-design and spread knowledge mobilization resources. Engage with key users to identify needs in the sector in alignment with RIA's strategic plan. Participate in external committees, working groups, communities of practice, and projects, as required.
3. **Teamwork:** Work collaboratively with RIA team members including the communications team to meet organizational, program, and project goals by facilitating the adoption of a shared knowledge mobilization framework. Share knowledge and best practices across the organization. Provide leadership and mentorship to support staff and/or casual staff as part of our pooled-resource staffing model.
4. **Communication:** Strong written and verbal communication skills for engagement with the RIA team and external partners, in the development of knowledge mobilization products, presenting, chairing meetings, and report writing. Ability to communicate with diverse partners, including researchers, clinicians, community organizations, older adults, people with lived experience and their care partners. Pro-actively and regularly communicate with the project team and leadership including obstacles and challenges as they arise. Document and maintain project files to maximize knowledge mobilization information sharing and to facilitate practice change.
5. **Other:** Take on additional tasks, activities and special projects, as they arise.

## Position Requirements

### Education:

University degree in social sciences, public health, health services research or education research. Certificate and/or training in knowledge mobilization or equivalent experience is required.

### Skills and Experience:

- Minimum of 5 years of experience leading the development and evaluation of knowledge mobilization plans, resources and activities for research outcomes and projects.
- Strong understanding of knowledge mobilization theories and best practices to reach audiences.
- Experience developing, tailoring and disseminating relevant knowledge mobilization resources, tools and products to a wide range of audiences.
- Experience in creating evaluation tools to understand the impact of the dissemination of the knowledge mobilization resources.
- Ability to work with internal team members to achieve optimal outcomes for knowledge mobilization products.
- Ability to work with various partners including researchers, clinicians and people with lived experience, specifically older adults and their care partners to achieve optimal outcomes
- Experience with report writing and communicating/presentation project findings.
- Familiarity with the Accessibility for Ontarians with Disabilities Act is an asset.
- Experience using various systems/technologies (CRMs, customized databases, and other platforms) to optimize project outcomes.

- 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 license and be available for occasional travel.
- 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 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 of 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.