



**Canadian Institute of Health Research
Institute of Aboriginal Peoples' Health**

JOB DESCRIPTION

Position Number: 139267-02

A. IDENTIFICATION

Position Title:	Institute Associate Director
Department:	CIHR Institute of Aboriginal Peoples' Health – Burnaby Office
Position Reports To:	Scientific Director
Date:	February 7, 2014

The Institute of Aboriginal Peoples' Health (IAPH) is a national and virtual institute, part of the Canadian Institutes of Health Research (CIHR). Its creation represents an unprecedented transformation in health research funding that requires substantial and ongoing development in accordance with the special health needs and priorities of the Indigenous peoples of Canada.

The ambit of the CIHR-IAPH is broad and supports research to address the special health needs of Canada's First Nations, Inuit and Métis peoples. Research areas include, but are not limited to: health promotion; identification of health advantages and health risk factors; health determinants; disease, injury and disability prevention strategies; research that contributes to the development of appropriate health policies and health systems; addictions and mental health strategies; investigations to determine causal factors for increased prevalence of certain conditions; methodologies to determine the most effective interventions; accessibility, health education and provider issues; international research; ethics issues; knowledge translation; Indigenous science; and the impacts of Indigenous cultures on health and wellness.

B. POSITION SUMMARY

The Institute Associate Director works collaboratively as a member of the Institute team that includes the Scientific Director (SD) and the Finance and Human Resource Manager in the Simon Fraser Burnaby office, as well as the Institute Assistant Director and other CIHR staff in the CIHR national office located in Ottawa. He/she is a key contributor to the research development, planning, coordination and evaluation undertaken to ensure the Institute achieves its mandate. The incumbent is responsible for managing relationships with external partners for Pathways and IAPH initiatives, with direction from the SD, Institute Advisory Board, Institute teams, other CIHR Portfolio staff, and collaborative initiative committees. The incumbent manages a portfolio for partnership agreements by helping to develop and implement strategies for securing financial support specific to Pathways and IAPH initiatives from new partners including identifying, qualifying, cultivating, soliciting, and stewarding these relationships. The incumbent represents and/or act on behalf of the SD as required. Frequent travel will be required.

C. DUTIES AND RESPONSIBILITIES

Description	% of Time
1. Assists with the development and implementation of strategic initiatives, works with project teams consisting of the IAPH Scientific Director, CIHR staff and external stakeholders to ensure that the Institutes' objectives are met. The Institute Associate Director devotes substantial time and effort to the rollout and evaluation of <i>Pathways to Health Equity for Aboriginal Peoples</i> , a pan-CIHR Signature Initiative led by IAPH on behalf of CIHR, and other related projects. This may include providing information and advice to CIHR senior management, such as responding to ministerial requests, data validation and preparing briefing notes for various management committees.	35
2. Participates in nurturing, building and maintaining external collaborative relationships, with relevant national, provincial, industry, academic, and Indigenous organizations, including other funding organizations, government, non-government and voluntary organizations, to ensure the success of strategic initiatives. This may also include facilitating activities to help various organizations and individuals applying to funding agencies.	30
3. Works with the Ottawa-based institute staff to maintain a strong, dynamic, effective, and efficient working relationship between the Institute and the CIHR national office that is responsible for the ultimate delivery of much of the Institute's program.	20
4. Assists with the organization and follow-through on all aspects of specific events, meetings, workshops, and initiatives such as, agenda setting, consultations, promotion and logistics, including the ongoing collaborative relationship with the Institute Advisory Board.	10
5. Contributes to various internal and external communication materials such as newsletter content and sections of operational plans.	5

D. DECISION MAKING

i) Give some typical examples of the most important decisions the Institute Associated Director is expected to make in carrying out the duties and responsibilities of the position. To what extent can the incumbent rely on established policies or advice from others in making these decisions?

Responds to general inquiries by referencing common regulations, policies and procedures, and makes recommendations within the parameters of a diverse but limited range of well-defined business and system rules and procedures.

Uses discretion within the parameters of SFU and CIHR operating policies and practices, university governance, established rules and regulations, and approved budgets.

Prepares briefing notes for CIHR as requested.

Prepares workshop, presentation, and print materials.

Effectively utilizes resources to gather information, perform research, and analyze data related to IAPH initiatives.

ii) Give some examples of the types of decisions the Institute Associate Director would refer to his/her supervisor.

Refers to supervisor(s) for final approval for external strategies, goals, and recommendations for new prospects, programs, and IAPH priorities.

Refers to supervisor(s) regarding decisions falling outside the scope of past practice and/or decisions that have significant financial consequences.

E. SUPERVISION EXERCISED

Number of continuing employees reporting directly to the position:	1
Total number of continuing employees for whom the position has direct responsibility	0
Some supervision of summer students and/or interns as required.	

F. SUPERVISION RECEIVED

Works under broad administrative supervision, including the Scientific Director and other CIHR senior administrative staff.

G. WORKING COMPLEXITIES

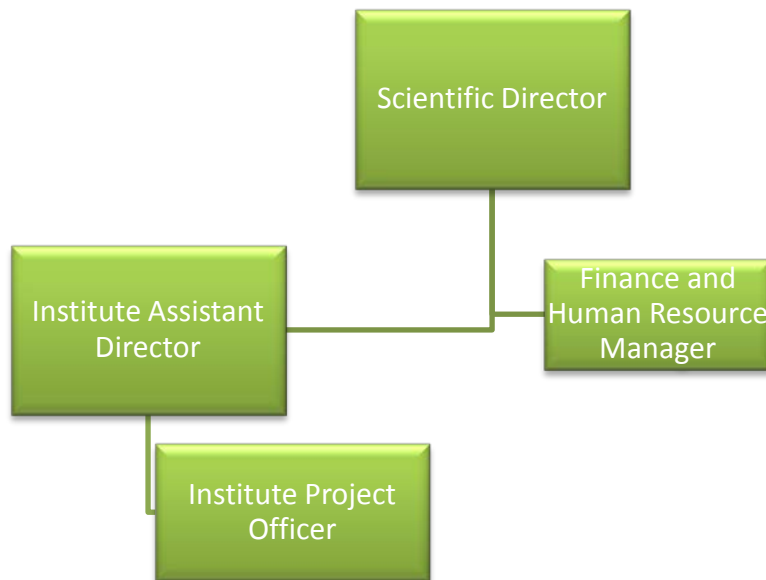
- ◆ Requires some early morning, evening and weekend work, particularly while travelling due to time zone differences; also may be required when attending conferences or meeting deadlines.
- ◆ Choice of Action: It is expected that the Institute Associated Director will exercise forethought, initiative and independence, while maintaining an approachability and openness to receiving guidance and direction from both the Scientific Director and the Ottawa based Assistant Director.
- ◆ Consequences of Error: Failure in judgment could result in diminution of public reputation for the Institute and for the host university and the Government of Canada.
- ◆ Difficulties: The complex environment of a virtual institute with a dual reporting relationship may require a short period of adjustment.
- ◆ Contacts: Simon Fraser University staff; CIHR Ottawa-based and local institute staff, as well as academic and administrative staff from across Canada; stakeholders in the Canadian public, private and voluntary health sectors.
- ◆ Travel: Because of the national nature of many of the working groups involved in CIHR-IAPH activities, some travel to Ottawa and other centres will be required. Required travel will be reimbursed in accordance with SFU and CIHR guidelines.

H. ENTRANCE QUALIFICATIONS

- ◆ Master's degree or Ph.D. in research or health related field; three to five years of related experience or an equivalent combination of education, training and experience, with a focus on Indigenous peoples and issues. Candidates with suitable academic credentials may be eligible for a faculty adjunct position with Simon Fraser University in the Faculty of Health Sciences.

- ◆ A minimum of three years of experience in identifying and developing strong partnerships and/or strategic alliances and/or relationships with one or more of the following sectors: federal and provincial government, industry, academic and not-for-profit sectors.
- ◆ Related experience including project work within health-related research networks, or collaborative funded grants programs.
- ◆ Must be culturally respectful and possess a good knowledge of the issues in Indigenous health, and social and historical context of Canada’s Indigenous peoples; Indigenous lived experience an asset.
- ◆ Demonstrated experience interacting with senior officials, decisions and policy-makers.
- ◆ Excellent research skills
- ◆ Professional experience cultivating and facilitating collaborative meetings with researchers and stakeholders
- ◆ Good Strategic planning skills.
- ◆ Professional experience working with Indigenous peoples at a local or national level an asset.
- ◆ Excellent organizational, problem-solving, and analytical reasoning skills.
- ◆ Excellent teamwork skills.
- ◆ Excellent interpersonal, communication (oral and written), and relationship management skills.
- ◆ Proficient in the use of Word, database, spreadsheet, and presentation applications.
- ◆ Must be able to maintain work and office hours
- ◆ Must be able to travel a minimum of 5-6 days per month to various locations in Canada; may also require some international travel.

I. ORGANIZATIONAL RELATIONSHIPS



Revised February 2014