

POSITION SUMMARY

QUEEN'S UNIVERSITY - GENERAL STAFF

POSITION TITLE: Interim Assistant Scientific Director
DEPARTMENT: Canadian Institute for Military and Veteran Health Research (CIMVHR)
POSITION NUMBER: 00505872
GRADE: 12 EFFECTIVE DATE: November 4, 2024

JOB SUMMARY:

Reporting to the Scientific Director, the Assistant Scientific Director is a member of the CIMVHR leadership team. Under the direction of the Scientific Director, the Assistant Scientific Director will develop and provide oversight of the research, knowledge mobilization, data management, and engagement activities of the CIMVHR scientific network.

The Assistant Scientific Director will provide high-level strategic and operational support for strategic research planning, recruitment and retention of researchers and technical experts, advanced training programs, scientific internationalization and networking, communication and dissemination, intellectual property rights and knowledge translation, among others.

The Assistant Scientific Director identifies, prioritizes, and pursues opportunities and strategies to build and-or strengthen regional, national, and international partnerships, to advance the research enterprise at CIMVHR, and enhance the research capacity of the department.

KEY RESPONSIBILITIES:

- Support the Scientific Director while consistently and actively promoting a culture of inclusion and a sense of service in support of CIMVHR's mission.
- Provide expert advice to the Scientific Director in the development and implementation of strategies and activities to achieve the objectives of the CIMVHR strategic plan and the work plan.
- Work with the Scientific Director to ensure that the Institute meets its approved strategic goals and objectives in a manner consistent with the CIMVHR mission and mandate.
- Lead the development of a data management platform and advance the development of core data elements and common outcomes for military, veteran and family research and administrative datasets.
- Advance the knowledge mobilization and implementation activities of CIMVHR including enhancing CIMVHR's education capacity, such as webinars and public lectures. Support the design and delivery of other knowledge mobilization events and training.
- Work with the Scientific Director to interface with government stakeholders to align the CIMVHR research data strategy with broader government data strategy for military, Veterans and their families;
- Work with the Scientific Director to position CIMVHR and its programs such that they will be sustainable beyond the current funding period.

- Provide guidance on communications that promote CIMVHR research and knowledge mobilization activities.
- Manage research initiatives and projects awarded through various contracting mechanisms, including government, industry and philanthropy.
- Lead resolution of issues related to research agreements, and provide project and relationship management support to researchers where appropriate
- Ensure effective communications and decision-making internally between the Scientific Director and CIMVHR, and externally with other executive offices and constituencies.
- Effectively communicate CIMVHR's vision, mission, priorities and goals to internal and external communities – including through a vibrant web presence, and conference and meeting presentations.
- Support CIMVHR annual Forum as a member of the scientific committee.
- Support CIMVHR partnership outreach and engagement activities and proactively collaborate with the CIMVHR network including Fellows and Student Post-Doctoral Engagement Committee.
- Prepare and assist in the development of presentations and speeches for network events.
- Act as Associate Editor and/or special advisor to the Journal for Military, Veteran and Family Health (JMVFH); support the journal, and outreach among authorship and readership.
- Prepare and oversee the preparation and review of CIMVHR reports, academic manuscripts and publications.
- Generate clinical and scientific data, as needed, to support external communication.
- Participate in the adjudication and vetting of proposals submitted to CIMVHR for funding.
- Oversee scholarship, bursary and award programs.
- Co-supervise projects initiated by CIMVHR scientists.
- Represent CIMVHR, as needed on scientific advisory or liaison committees, internal or external to Queen's University to advance CIMVHR's strategic, scientific and engagement interests.

REQUIRED QUALIFICATIONS:

- Completion of an advanced degree, PhD in psychology, epidemiology, health and well-being related research or allied health sciences disciplines.
- Minimum of 5-10 years experience in health and well-being related research.
- Minimum of 5-10 years of clinical, writing, publishing experience.
- Proven knowledge of, or research expertise in the area of Military and Veteran health and well-being research.
- Proven understanding of the unique needs of Canadian Armed Forces members, Veterans and their families.
- Significant experience in strategic planning, resource management, project management and leadership.
- Demonstrated success working as part of a senior leadership team in either a university or a research centre.
- Proven management, leadership and relationship-building experience with demonstrated skills in organizing, motivating, and directing professional staff and colleagues, and working effectively with senior leadership.
- Bilingualism is considered an asset.
- Consideration may be given to an equivalent combination of education and experience.

SPECIAL SKILLS:

- Respects diversity and promotes inclusion in the workplace.
- Excellent interpersonal skills required in dealing with a diverse population (government, Canadian Armed Forces, senior administrative staff, partners, community members, researchers, media).
- Ability to interact professionally and effectively with people at all levels of the organization.
- Proven communications skills, including writing and editing abilities.
- Strong political acumen, tact and sensitivity to deal with potentially sensitive or controversial issues.
- Ability to network in the academic community across universities, as well as with government, industry and philanthropic stakeholders.
- Strong project management, organizational and time-management skills. Ability to prioritize among many competing demands and remain focused upon key objectives in managing resources. Ability to multi-task and meet needs in a prioritized and strategic fashion.
- Effective problem solver with the ability to evaluate and propose new initiatives, and improve existing ones.

DECISION MAKING:

- Determine objectives in support of CIMVHR’s strategic direction.
- Provide advice, support and guidance on a wide variety of daily and complex matters to leadership team.
- Determine necessary areas of focus for the development of new research and business strategies and programs, as well as constantly evaluating and improving existing activities, in support of CIMVHR’s priorities and needs. Recommend reallocating resources as required.
- Chooses appropriate course of analysis when conducting research and solving problems using reference material from a variety of sources and knowledge gained from experience.

RESEARCH ASSESSMENT QUESTIONS:

YES NO

1. Is this position technical in nature in a teaching or research lab or lab-related area?

2. Does this position support a research project?

If yes, indicate name of the project:

3. Does this position report directly to a Principal Investigator (PI)?

If yes, indicate name of the PI: David Pedlar

SIGNATURES:

Date

Incumbent

Manager

Department Head/Director or Designate