



**Dalhousie University
Job Description**

Position Title: Research and Knowledge Mobilization Facilitator

Date Established: July 5, 2023

Faculty/Division: Healthy Populations Institute

Organization: Dalhousie University

Reports to: Cecilia Carrea, Interim Managing Director, Healthy Populations Institute

Start Date: September 11, 2023

End Date: October 11, 2024

Hours Per Week: 35 hours

Type of Employment: Limited Term Appointment

Salary: \$49,985-64,955 per year (paid monthly)

About Us:

The Healthy Populations Institute (HPI) is a multi-faculty research institute at Dalhousie University with the support of the Faculties of Health, Dentistry and Medicine. HPI's mission is to improve population health and promote health equity by understanding and influencing the complex conditions that impact the health of communities. For over 20 years, HPI has worked collaboratively to develop, support, and maintain healthy populations throughout the life course and across generations. HPI accomplishes these goals through research development and management, capacity building, mentorship, and outreach.

The Opportunity:

HPI is seeking a full-time Research and Knowledge Mobilization Facilitator for a one-year contract (September 11, 2023-October 11, 2024).

Purpose of Position:

The Research and Knowledge Mobilization (RKMb) Facilitator will support HPI's Scientific Director and Managing Director in strengthening and expanding the research enterprise at HPI. The incumbent will support the development of HPI-initiated collaborative research teams, grants and programs around our five Flagship Projects that will enhance our ability to strengthen the population health research community and achieve our academic mission.

In addition, the RKMb Facilitator will facilitate the mobilization of knowledge and research findings among academic institutions, community organizations, and other stakeholders. The goal is twofold (i) to ensure that research findings created within HPI's Flagship Projects are translated into practical applications that can be used to improve population health and inform decision-making, and (ii) that the research directions of HPI's flagship projects remain strategic, solutions-based, and address local, national and international priorities.

Job Specifications:

Education & Certification: Master's Degree minimum.

Experience: Minimum five years of relevant experience.

Movement: The job requires a high level of muscular coordination and/or manual dexterity where precision is essential. E.g., Processing a variety of documents or data input where corrections are permitted after the fact.

Location: Must be able to meet in person in Halifax on a weekly basis.

Major Responsibilities:

The major responsibilities of the RKMb Facilitator fall under two main categories, with the following estimated time allocation. Each category is described in more detail below.

Responsibility	Time allocation
<i>Research Support Services</i>	30%
<i>Knowledge Mobilization Support Services</i>	60%
<i>Other (as needed)</i>	10%

STATEMENT OF RESPONSIBILITY: Research Support Services (30%)

Research support services include support in two main areas: grant capture and research outputs

Key Responsibilities:

Grant capture (15%):

- Develop and maintain a comprehensive knowledge of funding opportunities, programs, funding agency policies and guidelines, and technical processes relevant to HPI scholars, as well as a broad knowledge of the research that HPI scholars are involved with in order to identify potential funding opportunities and collaborations.

- Work with HPI-initiated grant teams and their respective co-leads, to support the development of a research plan, which may include, but not be limited to, grant development writing and submission, budget development with a focus on knowledge mobilization activities.
- Seek out opportunities for HPI-initiated grants and teams, as well as matching opportunities to investigator-driven HPI Research Scholars' strengths and areas of expertise, and assist in identifying potential HPI Research Scholars whose research areas and strengths will strengthen specific research team;
- Develop and maintain a roster of previously funded research grants, budgets and research ethics board applications to support the development of grant applications;
- Support HPI Research Scholars is setting up, maintaining and utilizing CCV, Uniweb, ORCID and Scopus profiles, and using the Romeo Researcher Portal within Dalhousie's Research Services and grant submission processes.

Research outputs (15%):

- Support the preparation of publications, including, but not limited to, contributing to evidence synthesis, guidance on research methods, data analysis and data management plans, manuscript preparation and review.

STATEMENT OF RESPONSIBILITY: Knowledge Mobilization (60%)

Knowledge mobilization support services include support in two main areas: knowledge mobilization activities and communications.

Key Responsibilities:

Knowledge Mobilization Activities (30%):

- Developing and supporting the implementation of knowledge mobilization strategies that align with the HPI's Flagship projects goals and objectives.
- Facilitating the development of research projects and collaborating with other departments and/or organizations to ensure that research is aligned with broader strategic goals and objectives and relevant to the needs and interests of stakeholders across sectors.
- Support stakeholders engagement and community-based exchanges to co-create knowledge, identify gaps, and ensure impactful research;
- Provide support for the organization of research-related events to promote transdisciplinary, inter-sectoral research;
- Disseminating research findings to internal and external stakeholders through various channels, including stakeholder meetings, reports, and social media.
- Monitoring and evaluating the impact of knowledge mobilization efforts, and making recommendations for future improvements.

Communications (30%):

- Maintain and update the HPI website (www.healthypopulationsinstitute.ca) – experience with WIX is an asset
- Maintain and monitor HPI
- Produce and send monthly HPI e-newsletter
- Manage HPI social media
- Managing the HPI LinkedIn account
- Update the Brushing Up website

STATEMENT OF RESPONSIBILITY: Other Research Related Duties (10%)

Representative Duties:

- Participate in professional development activities;
- Maintain up-to-date knowledge of current University regulations and procedures, and current funding opportunities and policies and procedures of related granting agencies. The Research Facilitator might be expected to attend Tri-Agency webinars, or events hosted by the Office of Research Services, for example;
- Support the preparation of reports for governance meetings and annual report; gathering and analyzing performance data throughout the year, paying particular attention to future metrics put in place for research reporting.

Additional Assets:

- Project and Team Management skills are essential.
- Experience in an academic environment and knowledge of the Research cycle and funding agencies .
- Ability to work independently as well as collaboratively with others on projects as required.
- Demonstrated strong communications and interpersonal skills, including written and verbal communication, for interacting with and developing relationships with business and government professionals, students, faculty, staff, and the general public.
- Experience writing funding proposals and coordinating multi-disciplinary academic grant proposals.
- Excellent organization, coordination and time-management skills with experience developing, coordinating and planning meetings and events.
- Must possess excellent analytical and research skills as well as innovative and/or entrepreneurial vision
- Strong computer skills with proficiency in Microsoft Office (Word, PowerPoint, Excel, Outlook).
- A high degree of attention to detail and accuracy for data management, proofreading, editing, following policies, procedures and budget preparation.
- The ability to work as part of a team, as well as independently, is critical.
- Demonstrated flexibility and a willingness to complete both mundane tasks and higher-level/complex duties.

Contact

If you are interested in this position, please contact Cecilia Carrea at Cecilia.carrea@dal.ca