Faculty/Portfolio:Vice-President (Research)

Unit: Institute of Aboriginal Peoples’ Health

Position Title: Associate Director

Position Type/Job Family: Research Associate

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

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*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

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*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

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*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

The Institute of Aboriginal Peoples' Health (IAPH) is a national and virtual institute. 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 Aboriginal peoples of Canada and the mandates of the Canadian Institutes of Health Research (CIHR). The purpose is to increase Canada's capacity for innovative, interdisciplinary Aboriginal peoples' health research through the building of timely and mutually beneficial partnerships and collaborations; support for Aboriginal researcher expertise; and effective and efficient collaborations and communication between Network Environments for Aboriginal Health Research centres (NEAHRs).

The ambit of the CIHR-IAPH is broad and supports research to address the special health needs of Canada's First Nations, Inuit, and Metis peoples. Research areas include but are not limited to: health promotion; identification of health advantage and health risk factors; health determinants; disease, injury and disability prevention strategies; research that will contribute to the development of appropriate health policies and health systems; addiction 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 Aboriginal culture(s) on health and wellness.

The Associate Director will work collaboratively as a key member of the Institute team that includes the Scientific Director, a small support staff at the University of Alberta, including the Finance/Human Resource Manager, and an Institute Assistant Director and Project Officer in the CIHR secretariat located in Ottawa.

The Associate Director, working in coordination with the Institute Assistant Director, will provide

strategic leadership in research planning and development, and assist the Scientific Director and the CIHR-IAPH Institute Advisory Board to develop and carry out an organized program of interactive research planning, coordinating and evaluation processes. S/he will develop long-term plans and strategies for the Institute in accordance with its mandate. The Associate Director will work closely with the Finance/Human Resource Manager of the University of Alberta CIHR-IAPH office to ensure efficient management of the IAPH Institute Support Grant.

**Duties and Responsibilities:**

Represent the Director of the Institute in cases in which the Director is unable to attend a meeting or conference. Work with the Director to determine and carry out executive decision-making as part of the overall leadership of the Institute.

Develop and carry out, in close collaboration with a wide range of researchers and other stakeholders in the Canadian public, private and voluntary health sectors, an organized program of interactive research planning, coordinating and evaluation processes. These consultations, workshops, conferences and training programs will set priorities, develop consensus statements and requests for proposals, and build increased capacity for innovative, interdisciplinary Aboriginal peoples' health research across Canada.

Work with the Ottawa-based Assistant Director to maintain a strong, dynamic, effective and efficient working relationship between the Institute and the CIHR secretariat that is responsible for the ultimate delivery of much of the Institute's program.

Work with the Finance/Human Resources Manager of the University of Alberta CIHR-IAPH office to ensure that contractual and other obligations undertaken by the Institute are met.

Maintain contact and support effective collaborations with networks of expertise, including the

national Aboriginal Health Research Network (AHRNet).

Work with the AHRNet Secretariat (Victoria, BC), and in particular, its Executive Director, to develop research themes and strategies to address First Nations, Inuit and Metis health issues.

Draft position papers, newsletters, presentations, reports or proposals for the Institute.

Represent the Institute to various stakeholder groups across Canada; act as a link between groups and committees.

Oversee the communications and publications from the Institute.

Provide professional advice with respect to strategies and approaches.

**Work Complexities:**

(a) Choice of Action

Full authority to determine own work procedures and priorities based on experience, judgment and knowledge of CIHR policies and procedures. Exercises judgment in allocation of resources.

(b) Consequences of Error

Failure to accurately predict resource requirements or to competently manage resources, could result in the shortage or loss of funds, personnel or material and the consequent inability to fulfill

commitments of a national nature. Failure in judgment could result in loss of public reputation for the Institute and for CIHR as a whole, and ultimately, loss of the Institute from the University of Alberta.

(c) Difficulties

Difficulty in setting up and maintaining policies and procedures for a virtual institute with a dual

reporting relationship. Difficulty in coordinating a Canada-wide operation.

(d) Contacts

Senior Academic, administrative and technical university staff from across Canada. Stakeholders in

the Canadian public, private and voluntary health sectors, including Aboriginal 'key stakeholder'

groups, agencies, governing structures leaders and communities. CIHR staff in Ottawa, Institute Advisory Board members, Network Environments for Aboriginal Health Research (NEAHR) Principal Investigators and Coordinators. Aboriginal Health Research Network Secretariat (AHRNetS) staff at their headquarters in Victoria, BC.

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

(a) Formal Education: Post-graduate degree in a relevant field or equivalent combination of

education and experience with a focus on Aboriginal peoples and issues. PhD and research training are desirable, with an interest in developing own research program in the future.

(b) Experience: Significant related experience including project management within health-related research networks, or collaboratively-funded grants programs, involving complex relationships with diverse stakeholders. Must possess excellent facilitation and planning skills with the abilities to develop/conceptualize effective strategies that can respond to changing work environments and communication/collaboration needs of IAPH while considering current and emerging issues in Aboriginal health research arenas, including protection of Indigenous knowledge systems.

(c) Other: Working knowledge of current policy issues and "key players" in public and Aboriginal

health research across Canada; knowledge of current and changing research priorities in relation to Aboriginal peoples. Knowledge of Aboriginal culture(s) and professional experience working with Aboriginal peoples at local and national levels required. He/she must possess superlative written and oral communication skills, with experience in health-related science-writing required. Excellent interpersonal, organizational, presentation, negotiation, critical thinking and decision-making skills with the abilities to initiate, develop, and maintain trusting and mutually beneficial culturally respectful working relationships with Aboriginal stakeholder(s) and communities. Must be able to exercise tact, good judgment and supervisory skill. Requires a working knowledge of university and scientific culture. Excellent research skills. Fluency in French and/or an Indigenous language would be an asset.

In accordance with IAPH policies, persons of Aboriginal heritage with equivalent required skills and experience will be given priority. The successful candidate must possess a proven track record in working, communicating and maintaining relationships with Aboriginal peoples and communities.

Additionally he/she must have knowledge of diverse natures of Aboriginal peoples across Canada and be able to demonstrate an in-depth understanding of the factors affecting the health and wellness of aboriginal people.

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.