

Nipissing University
POSITION DESCRIPTION

JOB TITLE:	Knowledge Broker (Research)
DEPARTMENT:	Rare Dementia Support Canada
CLASSIFICATION:	Technologist C
WAGE GRADE:	WG – 80 (Step 1 - \$31.56 to Step 9 \$ 39.91) plus 4% vacation pay
EMPLOYMENT STATUS:	Full-time Support (Contract)
SUPERVISOR (POSITION TITLE):	Associate Vice President, Research, Innovation and Graduate Studies with day-to-day guidance, supervision and direction provided Dr. Mary Pat Sullivan (Director, RDS Canada; Professor, School of Social Work)

SUMMARY OF FUNCTIONS:

The Knowledge Broker will be working on 3-year project, funded by the Canadian Institute for Health Research, that will evaluate [Rare Dementia Support Canada](#) (RDS Canada) in relation to the support needs and experiences of our diverse population, living in different geographical places and using virtual spaces to connect with the RDS Canada community. Through a range of evaluation processes, this project aims to ensure accessible and inclusive support delivery for diverse groups of people in diverse regions of Canada and living with diverse types of dementia. Our model of delivery recognizes that dementia affects the entire family system, and therefore our proposed research includes participation by people living with dementia as well as their family supporters. The Knowledge Broker will work with an interdisciplinary and cross-institutional team of researchers, faculty and specialist support advisors from social work, nursing, psychology and others. The job holder will be responsible for creating and maintaining relationships between the project team members, community-led groups, RDS Canada and other external stakeholders and institutions as relevant.

Led by Nipissing University, RDS Canada's vision is for anyone affected by rare dementia to have access to information, tailored and continuous support, and connection with others affected by similar conditions. RDS Canada is funded by the Hilary and Galen Weston Foundation.

DUTIES & RESPONSIBILITIES:

Project planning and Coordination:

- Coordinate and administer research study associated activities (e.g., coordinating and recording project team meetings and advisory group, preparing reports to funder and university, budget monitoring)
- Assist in project planning and implementation, and ensures that pre-established work scope, study protocol, and regulatory requirements are followed
- Plan, coordinate and minutes regular advisory and steering committee meetings
- Plan and coordinate the initiation and adherence to the research study protocol, and the establishment of operating policies and procedures
- Support project team to complete work packages within allotted timelines and budgets
- Assist the Research Fellow in the preparation and submission of research ethics board applications
- Monitor the progress of research activities; develop and maintain records of research activities, and prepare periodic and ad hoc reports, as required by project team, administrators, funding agencies, and/or regulatory bodies
- Serve as principal administrative liaison for the project
- Ensure efficient day-to-day operations of research and data collection activities; act as the operational liaison for

other research organizations, funding agencies and regulating bodies

Knowledge creation:

- Recruit and coordinate research participants, as appropriate
- In collaboration with the research team, plan, implement, and maintain data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data

Knowledge translation and mobilization:

- Coordinate, plan and conduct knowledge dissemination and implementation activities and events
- Promote research capacity building among community-based organizations and student groups
- Act as liaison between the project team, advisory circle and RDS Canada
- Support community-led project groups in their activities
- Support and coordinate create and informational design of infographics, knowledge translation assets, posters or other visual and written knowledge dissemination for different audiences

Any other duties as assigned.

QUALIFICATIONS:

Education: Bachelor's degree in social, health or human science or education (a Masters degree would be considered an asset).

Training and/or experiences may be substituted for formal academic training at the discretion of the University.

Training, experience, knowledge & skills required:

- Minimum of one-year experience of working within a university setting or similar research environment
- A Criminal Reference Check, with vulnerable sector screening is mandatory
- Evidence of knowledge of research processes and principles and the mobilization of research knowledge for practice
- Commitment to reflective and diversity conscious research practices
- Demonstrated commitment to ongoing learning and skill development
- Demonstrated experience of report writing
- Excellent oral and written communication skills
- Excellent team working skills
- Strong working knowledge of MS office applications
- Budget management experience would be considered an asset
- Excellent project management skills, including time management, attention to detail, and reporting
- Knowledge of the Freedom of Information and Protection of Privacy Act
- Knowledge of the Personal Information Protection and Electronic Documents Act
- Adheres to ethical research standards, respecting individuals' rights and considering societal and environmental impacts. Successful completion of the TCPS Core-2 certificate is mandatory
- Event co-ordination and planning
- Ability to multi-task and work flexibly according to project demand
- Ability to work with minimal supervision
- Fluency/ bilingual in French considered an asset
- Knowledge of and experience working with families with a rare dementia or neurodegenerative condition considered an asset

RELATIONSHIPS/CONTACTS:

Supervised by: Associate Vice-President, Research, Innovation and Graduate Studies with day-to-day supervision and direction provided by Dr. Mary Pat Sullivan (Director, RDS Canada; Professor, School of Social Work)

Internal:

- Research team members
- Project team members
- Research office
- RDS Canada Manager and Specialist Support Advisors
- Finance office
- Marketing and communications
- Other university administrative departments as relevant (e.g. Event Planning, Office for Graduate Studies)

External:

- External project team members
- Community-led groups
- Project groups
- RDS Canada Advisory Circle
- Research participants
- CIHR
- Government and other national bodies (e.g. Public Health Agency of Canada, Brain Xchange, Alzheimer's Society of Canada)
- Other university research centres (e.g. NOSMU, Research Institute for Ageing, University of Waterloo)

MATERIALS UTILIZED:

- RDS Canada website and handbook
- Microsoft Office Suite (Teams, Word, Excel, PowerPoint) and specialized database software
- Videoconferencing software (e.g. Zoom)
- Event management and project management software (e.g. Event Brite)
- Confidential research participant records
- Confidential research data
- Computers, laptops, printers
- Telephone and voicemail
- Scanner, photocopiers, shredder

PHYSICAL/MENTAL DEMANDS & WORKING CONDITIONS:

- Ability to meet deadlines with effective time management
- Capability to handle multiple tasks concurrently
- High degree of visual attention and mental concentration as required as well as ability and work under pressure.
- Sensitivity to confidential information and capacity to manage potential emotional impacts (e.g. responsive behaviours, adult safeguarding, end-of-life) with professionalism
- Occasional evening and/or weekend work may be required to attend support group activities
- May be required to travel
- Light to moderate mental demands
- Audio/visual concentration
- Little physical effort – some standing, minimal lifting (< 20lbs), sitting, walking
- Expectation to work predominately in an in-person office environment according to the current NU flexible working policy

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (Please Print)

Employee Signature

Date

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Supervisor

Date

Human Resources

Date