

Job Description

Job Title:	Research/Knowledge Exchange Associate
Department:	School of Public Health and Health Systems
Reports To:	Professor
Jobs Reporting:	None
Salary Grade:	9
Effective Date:	January 2017

Primary Purpose

Develops and coordinates research and knowledge exchange activities related to the fields of geriatric care, health program planning, health policy, health information systems, health care system integration, chronic disease prevention and management, and patient engagement. The primary purpose is to disseminate new knowledge in an appropriate format to support clinical and policy decision-making in the fields of health systems and services, particularly systems and services for seniors.

Key Accountabilities

<p>Support the integration of knowledge transfer principles in the design and implementation of individual research projects</p> <ul style="list-style-type: none"> • Build and strengthen relationships with a diverse community of partners and stakeholders • Set objectives for knowledge translation and exchange programs • Support outreach activities to enhance the capacity of audiences to understand research and use the evidence in practice
<p>Exceptional oral and written communication skills</p> <ul style="list-style-type: none"> • Proven skills in writing • Creating presentations, reports and publications • Grant proposal writing
<p>Organize, develop, and undertake research and knowledge exchange activities, strategies and events Workshops, executive summaries, presentations, webinars, websites, etc.</p>
<p>Research activities</p> <ul style="list-style-type: none"> • Systematic literature reviews, data collection and analysis • Establish linkages with community partners for letters of support • Presenting to community and academic audiences
<p>Research projects</p> <ul style="list-style-type: none"> • Some objectives would be to engage seniors in the research process to increase the accountability of the local health system • Examine current policy and regulatory frameworks and developments that are relevant to the licensing, approval, regulation, reimbursement and evaluation of new technologies and innovations. Produce recommendations as to how innovation in health technologies for seniors can be accommodated and stimulated within existing policy and regulatory frameworks, as well as how these frameworks might be modified to support safe adoption of promising and effective technologies; knowledge mobilization • Engage in ongoing, integrated knowledge translation and exchange to support the development, implementation and evaluation of care models, as well as the dissemination of knowledge created

Required Qualifications

Education <ul style="list-style-type: none">• University Degree (Master's level preferred)
Experience <ul style="list-style-type: none">• Two plus years' experience with geriatric health research groups and networks.• Experience with qualitative, quantitative and mixed methods research activities of geriatric health and health systems. Proven skills in writing, attention to detail, meeting and workshop planning, and problem solving. Knowledge of the principles and practices of knowledge translation and exchange.
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Proven skills in writing, attention to detail, meeting and workshop planning, and problem solving.• Knowledge of the principles and practices of knowledge translation and exchange.

Nature and Scope

- **Contacts:** Staff, researchers, high-level decision-makers, ministry officials
- **Level of Responsibility:** coaching and mentoring research assistants
- **Decision-Making Authority:** Ability to work with minimal supervision; works well within a team environment
- **Physical and Sensory Demands:** Attention to detail and sustained periods of focus
- **Working Environment:** Office environment, occasional travel required