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## Job Description

<b>Job Title:</b>	Manager, National Research Programs
<b>Department:</b>	Research
<b>Reports To:</b>	President & CEO
<b>Deadline:</b>	December 15, 2020
<b>Location:</b>	Anywhere in Canada
<b>Type of position:</b>	30 hours/ week

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### Job Summary

Reporting to the President and CEO, the Manager of National Research Programs manages the development, maintenance and implementation of CLA's national research strategy and the management and administration of the national research competitions for the CLA and The Lung Association's Provincial Grant-in-Aid program for Alberta and British Columbia along with any incremental respiratory research opportunities that may be identified and implemented.

The Manager of the National Research Programs is part of the senior leadership team of the CLA National Office.

### Duties & Responsibilities

#### 1. Program Management

- a) Manages the national research awards competitions including the organizing of peer review meetings for the research competitions, post-competition follow-up and the allocation of research awards.
- b) Manages, establishes and oversees the centralized application process and the national peer review process for The Lung Association's Provincial Grant-in-Aid program.
- c) Administers multiple research program contracts and partnership agreements to ensure the terms of the agreements are met.
- d) Provides support to the National Research Steering Committee and related to multiple research committees of the CLA.
- e) Liaises with health authorities, universities, and research organizations to strengthen and enhance the national research program and its knowledge translations activities
- f) Supports the communications activities of the CRRN.
- g) Collaborates with staff and volunteer leadership within the Association and other stakeholders to develop and execute the CLA's research strategy.

#### 2. Communications

- a) Develops strategies and plans to communicate the national research program objectives to CLA members and other external partners.
- b) Works with CLA Communications and Marketing Manager to update research information and updates on the CLA website; [www.lung.ca](http://www.lung.ca).
- c) Communicates provincial grant-in-aid research program competition results to participating members.
- d) Updates research award applicants on a periodic basis throughout the competition and coordinates results and acknowledgement letters for distribution to the winners and unsuccessful applicants.

- e) Manages the award approval process for Provincial Lung Association Breathing as One research awards and coordinates the communications between the Provincial Lung Association, the awardee and their institution.
- f) Manages development of documentation, capturing project information and award winners for submission to CLA Board to approve distribution of funds.

### **3. Budgeting and Reporting**

- a) Develop and manage the budget for the research department.
- b) Monitor and track the budget, ensuring that all expenditures align with the program objectives.
- c) Work with signing authorities to ensure that all invoices are paid accurately and on time. This includes payment to research award winner institutions, expenses related to the travel, registration and lodging of the reviewers, fellows, vendor and supplier expenses.

### **4. Volunteer Management**

- a) Works with the Chair of the National Research Steering Committee (NRSC) to support the committee members and their work throughout the year. This would include development of meeting agendas and maintaining a record of committee decisions.
- b) Works with the Chair of the NRSC to support the Scientific Advisory Committee (SAC) and its members.
- c) Supports recruitment of volunteer committee members for the NRSC and SAC
- d) Works with the Chairs of the review panels to recruit peer reviewers of the research competitions.
- e) Manages the Research Poster Competitions for the Canadian Respiratory Conference.
- f) Collaborates with volunteer leadership within the CRRN and other stakeholders to develop and execute the RENASCENT Training Program at the Canadian Respiratory Conference.

### **5. Program Evaluation**

- a) Create an evaluation framework to measure the successes of the program.
- b) Create interim and annual reports, highlighting the achievements of the program.

### **Job Requirements**

- a) Demonstrated ability to develop, manage, work and build effective rapport with senior volunteers from the medical and health care sectors.
- b) Demonstrated program / project management and leadership, negotiation and presentation skills to develop cross-functional internal and external community partnerships.
- c) Ability to troubleshoot and anticipate challenges, and effectively and efficiently handle multiple, simultaneous, complex tasks and projects while meeting scheduled deadlines.
- d) Demonstrated ability to work with and liaise with diverse groups of stakeholders. Must demonstrate diplomacy, tact and good judgment skills.
- e) Strong leadership and facilitation skills
- f) Experience managing records both electronic and paper filing systems, as well as taking steps to maintain that the organization is in compliance with all applicable record-keeping requirements.
- g) Ability to communicate effectively (written and spoken). French is an asset.
- h) Capacity to develop expertise in new issue areas.
- i) Ability to work independently as well as in team environment.
- j) Knowledge of the financial aspects of national and provincial research programs
- k) Proficient in the use of the Microsoft suite of software, e.g. Word, Excel, PowerPoint, Outlook and various internet research tools, and DropBox.

### **Experience & Education**

- a) University degree in public health or social sciences required. A graduate degree is an asset.
- b) Minimum of 5 years in a comparable position and experience in the not-for-profit sector required.

- c) Experience in building networks, coalitions and alliances to support policy and advocacy objectives.

**Work Environment**

- Working conditions are normal for an office environment.
- Ability to work from anywhere in Canada.
- The job includes benefits and pension pro-rated to the 30 hours.
- Work may require some weekend and evening work.
- Work requires some travel within Canada to attend meetings and conferences.