

Position Title: Knowledge Mobilization Specialist
Date Posted: October 14, 2019
Deadline: Posted until filled
Contract Start Date: December 2, 2019
Contract End Date: March 31, 2024
Reports to: Research Impact Canada Manager
Starting Salary: \$70,000/per annum

I. JOB PURPOSE:

Broadly focused on dissemination and capacity building for knowledge mobilization, the Knowledge Mobilization Specialists will collaborate with Research Impact Canada (RIC) member institutions as well as the Conference Board of Canada (CBoC) to operationalize RIC's commitments to knowledge mobilization for the Future Skills Centre (FSC). Under the direction of the RIC Manager the Knowledge Mobilization Specialist will undertake knowledge mobilization activities including dissemination and capacity building for RIC and FSC.

While not a mandatory bilingual role, this position preferably requires intermediate functionality in both official languages (English & French). This is a contract ending March 31, 2024.

About RIC

Research Impact Canada is a pan-Canadian, bilingual network of 17 universities committed to maximizing the economic, social and environmental impacts of academic research. RIC is committed to developing institutional capacities to support knowledge mobilization by developing and sharing knowledge mobilization best practices, services and tools. York University was a founding member of RIC in 2006 and remains the lead institution. This position will be based at York University. RIC is partnered with the Conference Board of Canada to provide knowledge mobilization and stakeholder engagement for the Future Skills Centre (<https://fsc-ccf.ca/>).

2. MAJOR DUTIES:

A) Knowledge Mobilization Operations: dissemination

1. Clear Language Writing: Develops tools and training to support clear language writing. Edits clear language summaries ensuring accessible language. Translates and/or oversees translation of clear language summaries into French and English. Uploads summaries into repository, maintains repository. Develops and implements social media strategy for dissemination of clear language summaries.
2. Impact Case Studies: Uses RIC impact case study guidelines and case study template to collect evidence of engagement and impact of FSC funded projects. Translates and/or oversees translation of clear case studies into French and English. Uploads case studies to

repository and/or website. Develops and implements social media strategy for dissemination of impact case studies.

3. Public Library Network: Reactivates, develops and maintains pan-Canadian network of public libraries. Identifies bilingual FSC content for FSC stakeholders and the Canadian public. Ensure content is maintained on public library network. Collects statistics and analytics for public library network.
4. Rural/Alternative media: develops and implements strategy for outreach to disseminate FSC bilingual content for remote and rural media including print, broadcast, web-based and social media.
5. Actively promotes Equity, Diversity and Inclusion for all project activities
6. Ensures integration with CBoC and FSC knowledge mobilization functions.

B) Knowledge Mobilization Operations: capacity building

1. Knowledge mobilization curriculum: implements RIC knowledge mobilization and research impact curriculum both as a single intensive course but also as delivered through local RIC member institutions. Responsible for course advertising, registration, delivery and assessment including longitudinal evaluation. Ensures alignment between RIC knowledge mobilization curriculum and other knowledge mobilization and related events/conferences in Canada.
2. Knowledge mobilization tool kit: undertakes international environmental scan to identify tools related to knowledge mobilization and research impact. Critically assesses tools to identify those of sufficient quality to be included in a tool kit. Develops standard tool format. Produces tools in tool format. Develops web-based tool kit. Develops social media strategy for tool kit. Tracks analytics and tool use.
3. Annual knowledge mobilization conference: works with partners to develop and deliver annual knowledge conference as well as additional events including planning, budgeting, marketing, registration, location, logistics, evaluation. Ensures on time and on budget delivery of events. Works with RIC Manager to secure sponsorships.
4. Actively promotes Equity, Diversity and Inclusion for all project activities
5. Ensures integration with CBoC and FSC knowledge mobilization functions.

C) Project Reporting

1. Works with partners to collect quantitative and qualitative data to support reporting and evaluation
2. Prepares data and reports as required

3. SUPERVISORY RESPONSIBILITIES:

May be called on to supervise part time student supports hired for task specific functions.

4. DECISION MAKING:

The Knowledge Mobilization Specialist is responsible for making decisions and acting independently within the overall responsibilities of the job. The incumbent exercises a high degree of initiative in ensuring that the overall goals and parameters of the project are met. Superior relationship management with external partners is critical to building and maintaining successful partnerships.

5. DIRECTION RECEIVED:

The incumbent works independently with direction from the Research Impact Canada Manager. This position will also rely heavily on external groups that are part of the Research Impact Canada network.

6. QUALIFICATIONS:

A. Educational Requirements:

Undergraduate (university or college) degree required. Post-graduate degree (Master's or higher) an asset.

B. Experience Requirements:

Three years' experience related to knowledge mobilization required. Note this is not a communications position. Professional communicators are welcome to apply so long as they have demonstrated knowledge mobilization experience beyond communications.

C. Skills (Specialized knowledge):

Experience working in a research setting and/or university is preferred. Experience in the development of proposals, strategic plans, reviews, or other complex written documentation required. Excellent written and verbal communications skills with capacity to operate in English and in French. Demonstrated event planning experience. Proficient in MS Office, desktop publishing and web design applications including Word Press. Ability to effectively manage multiple tasks and priorities. Ability to prioritize and work effectively under pressure to meet deadlines. Ability to work effectively independently and in a team environment. Strong interpersonal and negotiating skills. Proven ability to develop credibility and effective working relationships with faculty, staff, and other relevant stakeholders. Ability to determine the nature and urgency of inquiries and issues, and triage appropriately. Ability to exercise tact and discretion. Ability to analyze problems, identify key information and issues, and effectively resolve. Ability to take complex information and fluently translate into clear and succinct language for a broader audience. Ability to demonstrate initiative, resourcefulness and sound judgment. Ability to conduct needs analyses, plan, organize, manage, monitor, complete, and evaluate projects within allocated time and resources. Ability to travel, as required.

If you would like to apply to this job, please send your cover letter and resume together in one document, saved in the format of your first and last name (ex. “Jane Doe”) and send to the attention of Kaitlin Reibling at kaitmr@yorku.ca.