Position Title: Manager, Knowledge Mobilization

Program: Research Impact Canada (RIC)

Reports To: Director, Strategy & Business Development

Contract Term: Until September 2023, with possibility of extension

Hours of Work: 35 hours per week

Annual Salary: $85,000

This full-time role is remotely based in Canada. Occasional travel to Toronto or within Canada for meetings, conferences and events required. This role will work in a fast-aced environment requiring flexibility in hours and days of work. Experience with knowledge mobilization is a must. Familiarity and experience in the skills and workforce development sector is a strong asset. French English bilingual capacity is a strong asset.

ABOUT RESEARCH IMPACT CANADA & FUTURE SKILLS CENTRE:

About Research Impact Canada

Research Impact Canada (RIC) is a pan-Canadian, bilingual network of 20+ universities and 1 mental health research hospital. York University was one of the founding members of RIC in 2006 and remains the lead institution where the operational office is currently held. RIC is committed to maximizing the impact of academic research for the public good in local and global communities. RIC is committed to building institutional support to encourage collaboration between research, policies, and innovation. RIC helps researchers and partners to demonstrate the impact of their research excellence and facilitates a community of practice by developing and sharing best practices, services, and tools. One of RIC’s partnerships is with the Future Skills Centre to provide knowledge mobilization and stakeholder engagement for the skills and workforce development sector.

About the Future Skills Centre

The Future Skills Centre is a $365M pan-Canadian initiative dedicated to helping Canadians gain the skills they need to thrive in a changing labour market. FSC connects ideas and innovations generated across Canada so that employees and employers can succeed in the labour market, and to ensure that local, regional, and national economies thrive. FSC aims to help all Canadians benefit from effective skills development and seek to ensure an inclusive approach to supporting underserved groups such as women, youth, Indigenous peoples, newcomers, racialized peoples, LGBTQ2S+ peoples, persons with disabilities, veterans, and Canadians living in rural, remote, and Northern communities.

JOB OVERVIEW:
Under the direction of the Director, Strategy and Business Development at Research Impact Canada, the Manager of Knowledge Mobilization is accountable for the effective management of a knowledge mobilization strategy for a pan-Canadian Community of Practice in the skills and workforce development sector. This project is in collaboration with and funded by the Future Skills Centre.

**MAJOR DUTIES:**

- Develops and manages creating useable, relevant, and applicable knowledge from relevant research in the skills and workforce development sector, for target audiences
- Great communicator and visionary leader, motivating a team towards a common goal
- Strong relationship builder to partner with organizations, SMEs, non-profits in the skills and workforce development sector
- Manages 2-3 staff members in the provision of responsive, timely, and strategic services, meetings, and events to workforce development practitioners, researchers, and community-based organizations in the academic and skills sector
- Community animation on digital platforms to jumpstart discussions and sharing of best practices
- Responsible for recruitment and selection, staff development and training, performance management, discipline and termination, and labour relations issues as required, in accordance with University policies
- Ensures timely evaluation and reporting to York University, Future Skills Centre, Network members and other funders as required. Responsible for preparing annual, interim and final reports to funders
- Resolves issues proactively, proposes strategies for resolving issues and minimizing negative impact; provides guidance to individual team members to assist them in achieving outcomes/goals
- Identifies partnership opportunities and develops strategies, approaches, risk management plans, and solutions with a focus on what will achieve desired organizational outcomes
- Supports Research Impact Canada’s development of long-term strategy and vision
- Represents Research Impact Canada at local, provincial, and national events, including conferences

This position works with practitioners in the skills development and workforce innovation sector, government, non-profit organizations, community-based organizations, industry contacts, and post-secondary institutions in Canada.

**QUALIFICATIONS:**

**Education and Experience**
- University degree in management, or the equivalent combination of education and experience
- Bilingual fluency in French and English is an asset
- Experience working in knowledge mobilization, research impact, community partnerships, training development and delivery is required
- Experience with delivering training in classes or workshops is an asset
- Experience in managing research funded partnerships or grants is an asset
- Familiarity with the skills and workforce development sector is an asset
- Experience managing staff in a post-secondary setting or non-profit organization is an asset
- Experience managing large scale research networks or initiatives
Experience with monitoring and reconciling budgets, time reporting procedures, and records management

**Skills and Knowledge:**
- Knowledge of skills and workforce development sector’s challenges to knowledge sharing, resource creation, peer-learning and exchange
- Knowledge of knowledge mobilization and societal impact
- Strong relationship building and network management skills
- Ability to identify and leverage new opportunities for development
- Excellent oral and written communication skills
- Excellent time management skills; ability to manage multiple priorities in a fast-paced environment, set priorities, meet deadlines
- Ability to work effectively as a leader and team member
- Ability to exercise judgement, discretion, problem solving skills and initiative complemented by good analytical skills
- Excellent interpersonal skills with tact and diplomacy
- Ability to listen actively in order to obtain and relay information accurately

**Application Instructions:**

Please submit a cover letter and updated resume to Connie Tang, Director, Strategy and Business Development, RIC at tange@yorku.ca.