

## **Managing Director**

### **Cochrane Canada**

Cochrane Canada is the Canadian arm of Cochrane, an independent global network of over 30,000 healthcare practitioners, researchers, patient advocates and others, working to translate systematically reviewed evidence into useful information for health care decision making. The Managing Director is a high profile position for McMaster University. This role will represent McMaster in the global health sciences community and will be pivotal to advancing the aims of Cochrane Canada and, by extension, the global Cochrane network.

The Cochrane Canada Centre at McMaster will lead research on improving the systematic review process and the methodology of integrating different types of evidence and knowledge for optimal knowledge translation to health care and policy.

Specifically, as one of 17 Cochrane Regional Centres worldwide, the Cochrane Canada Centre at McMaster promotes evidence-based health care by:

- Acting as the central point of contact for Cochrane within Canada
- Promoting awareness, access and use of its main product, Cochrane Reviews
- Developing working relationships with relevant organizations, both governmental and non-governmental, in Canada to promote evidence-based health care
- Coordinating training activities across Canada on how to use and write systematic reviews
- Supporting Cochrane Review Groups located in Canada, and
- Implementing the findings of systematic reviews
- Leading research on integrating different types of evidence in evidence syntheses

Cochrane's mission is to provide accessible, credible information to support informed decision-making in order to improve global health. The goal of interactions with stakeholders is to fulfill its mission.

#### **Job Summary:**

The position of Managing Director is responsible for the successful leadership and management of the Cochrane Canada Centre at McMaster based on the direction set by the Director. This leader has a Masters degree in Business, Health Research Methodology, Public Health or equivalent (PhD preferred) and thorough knowledge in health systems, political systems and international health agencies. Bilingualism (French & English) would be an asset.

The Managing Director requires a senior leader who can develop and execute the vision for strategic growth, champion the Centre on national and international platforms, act as a McMaster ambassador at global events to support the success of the Centre at McMaster. Furthermore, the Managing Director will also be responsible for supporting the development and oversight of large grants and fundraising efforts to secure future funding while taking primary responsibility for supervision of CCC staff, including maintenance of a positive work environment, performance appraisal, training, professional development, budget, recruitment, workload management and implementation of all relevant University HR policies and procedures.

The Managing Director, Cochrane Canada, requires a leader who has 5 - 10 years of senior program management experience and a proven track record of successful execution of multifaceted programs comprised of simultaneous, complex and often inter-dependent projects, in a research, knowledge-translation and/or healthcare environment.

#### **Accountabilities:**

##### **1. Funding & Financial Management:**

Responding to the Centre Director, the Managing Director takes primary responsibility for financial management for the Centre, including the preparation and submission of funding proposals, and monitors progress against funding

agreements to ensure deliverables are met. He/She monitors and evaluates the performance of the Centre and reports with the Director to funding organizations.

The Managing Director identifies the immediate and long term needs for financial support of Cochrane Collaboration activities in Canada, and identifies and develops potential sources of funding. The Managing Director would also need to meet with and establish relationships with funders to secure future funding as well as to provide updates and regular reports. Funders could be national and provincial government agencies, and university faculty and deanery. For example, Cochrane Canada has engaged with business and policy leadership of Canada (including CEOs and former Provincial Premiers) to enhance awareness of Cochrane. This position will take a major role in managing these high profile relationships.

The Managing Director is responsible for developing an annual budget for each program activity. Oversees the management of funds awarded through contract and grants. Negotiates other sources of funding through fundraising efforts. Oversees and monitoring of expenditures while meeting requirements that may be defined by funding agencies or program sponsors. Assess future financial needs of the Cochrane Canada Centre.

The Managing Director is responsible for an operating budget of approximately \$2.5 million annually.

## 2. **Manages Program Activities:**

The role of the Managing Director is to provide direction, design and implement program activities such as:

- **Health research methods innovation:** the research focus is to develop methods in evidence synthesis and integration in order to translate evidence from 'bench to bedside to policy' and to develop methods in decision support and health care guidelines
- **Education and training:** the Centre provides education, training and support for methods of evidence synthesis and integration. Training is provided to authors and users of Cochrane systematic reviews across Canada in face-to-face and electronic events
- **Communications and Public relations:** the goal of this program of activities is to promote the products (e.g. systematic reviews) of Cochrane, in particular of Canadian review authors and groups, and promote the activities of the Cochrane Collaboration through newsletters, bulletins, events and other activities, including the annual Canadian Cochrane Symposium
- **Knowledge Brokering:** the Centre develops and maintains relationships with universities and other research organisations, health authorities and government agencies, and professional and patient organisations to support and promote the use of Cochrane products, involve their members in the development of these products to enhance practice and policy, ensure Cochrane products are relevant, and plan collaborative activities
- **Governance:** the Centre has many linkages with national and international key stakeholders to promote an environment of evidence based policy and practice. Overall strategic planning and fundraising is accomplished in consultation with a Governing Board, an Advisory Committee, funders and the Cochrane Collaboration

This role will have a working understanding of systematic reviews and healthcare research system as well as thorough knowledge in health systems, political systems and international health agencies.

The Managing Director will act as an ambassador for Cochrane Canada and with key stakeholders locally, provincially, nationally and internationally by:

- In collaboration with the Knowledge Broker, develops, implements and evaluates a program of knowledge translation activities to improve the use of Cochrane healthcare evidence in policy and practice.
- In collaboration with the Education Coordinator, develops, implements and evaluates a program of education, training and support for authors and users of Cochrane reviews, including analysis of education and training needs and assisting in the presentation of workshops and seminars

## 3. **Communication & PR**

The Managing Director represents Cochrane Canada through presentations, meetings and conferences, and papers. Develops and implements a communication strategy including the production of national and international newsletters and general promotion of Cochrane Canada at McMaster.

- Develops and maintains excellent relationships with universities and health authorities across Canada, including developing new Sites, recruiting and supporting Site Representatives, and facilitating Site activities to support authors and promote the use of The Cochrane Library.
- Develops and maintains excellent relationships with the over 30 Canadian healthcare organizations officially affiliated with the CCC, including supporting the active involvement of representatives in the activities of the CCC, ensuring that CCC activities are of value to affiliate members, and planning collaborative activities.
- Develops and maintains excellent relationships with international Cochrane stakeholders attend annual Cochrane Colloquium.
- Develops and maintains excellent relationships with current and potential funders to build their awareness of Cochrane Canada at McMaster

#### **4. Member/Partner collaborations:**

The Cochrane community in Canada comprises 3,909 members. Members are affiliated with academic, non-governmental and governmental institutions and form a unique Canadian network. The groups and members function together and receive directions from the Cochrane Canada Centre. Cochrane Canada maintains relationships with professional and patient health organisations nationally and internationally.

The Managing Director will be the executive branch to manage relationships with members, collaborators and partner organizations and be directly responsible to the Centre Director. The Managing Director would interact with an Advisory Committee made up of influential and expert leaders in health care within Canada for strategic planning of Cochrane Canada.

- Develops and maintains collaborative relationships with other healthcare stakeholders in Canada, including research organizations, clinical organizations, government agencies, health technology assessment agencies, consumer groups and others.

The Managing Director would interact with those in very senior positions at organisations, such as the Canadian Medical Association, Dietitians of Canada, the Arthritis Society, etc., to collaborate on projects to improve involvement of their members, to provide training in systematic reviews and to disseminate Cochrane products.

#### **5. Cochrane Symposium:**

Leads the planning of the annual Cochrane Canada Symposium including program development, logistical planning, budget management, abstract selection and promotion. 2017 drew more than 150 participants from around the world, 2018 Symposium scheduled to take place in Calgary Alberta. Cochrane Canada has also applied to host the 2020 international Cochrane Colloquium in Toronto. This event will bring together approximately 1,500 members and affiliates of Cochrane. The decision whether Cochrane Canada will be selected to host this event will be announced in September 2017.

Works with others nationally and internationally who are engaged in similar projects. Attends national and international meetings and conferences to keep informed and to present work.

#### **6. People Management:**

The Managing Director directly supervises 6 - 7 staff members and 10-15 students, works closely with and reports through the Director to key stakeholders, collaborates with the staff team, faculty, and subcommittees, and interacts with a variety of internal and external stakeholders including over 3,900 Canadian members, Cochrane groups across the country, partners, contractors and advisors. Serves as the primary liaison between government, professional and patient partners. Allocates staff and resources, manages budgets, sets milestones and controls cost and quality.

Takes primary responsibility for supervision of CCC staff, including maintenance of a positive work environment, performance appraisal, training, professional development, budget, recruitment, workload management and implementation of all relevant University HR policies and procedures.

## **7. Strategic Planning:**

With the Director, in consultation with key Cochrane Canada stakeholders to devise and execute the strategic business plan, monitoring implementation of all program activities, and prepare status reports on overall accomplishments for each program activity including funding income. Employ project management methodology to ensure deliverables are completed on time and with optimal use of related resources. Conduct regular consultations with Centre membership and staff to set goals, review work plans, discuss resources, and prepare reports. Oversee the monitoring of each program activities implementation progress against current goals and deliverables. Identify opportunities for process optimization and implement appropriate solutions using Lean Six Sigma methodology.

Develops and implements effective and efficient business and strategic planning processes, including managing the involvement of all key stakeholders and the development of strategic and business planning documents. Able to transition between organizational 'big picture' strategic thinking and focusing on specific programmatic details.

### **Qualifications:**

#### **Education:**

- Graduate degree (PhD preferred) Health Research Methodology, Public Health or a related discipline

#### **Experience:**

- A minimum of five (5) – ten (10) years of senior program management experience and a proven track record of successful execution of multifaceted programs comprised of simultaneous, complex and often inter-dependent projects, in a research, knowledge-translation and/or healthcare environment.
- Experience transitioning between organizational 'big picture' strategic thinking and focusing on specific programmatic details
- Experience in being an excellent motivator of staff
- Experience with engaging the Director and key stakeholders as needed in order to add value to organizational strategic planning and business development processes
- Experience with process innovation and optimization
- Experience engaging and collaborating with national and international members of the Cochrane community
- Extensive knowledge of healthcare research and management
- Understanding of systematic review processes
- Experience working with healthcare practitioners, government officials and consumer groups
- Experience in financial management, meeting & conference planning
- Experience in developing and implementing program monitoring and evaluation plans
- Ability to set priorities and manage a heavy workload

#### **Knowledge/Skills:**

- Working understanding of systematic reviews and healthcare research system and various stakeholders
- Thorough knowledge in health systems, political systems and international health agencies
- Experience with process optimization, and applied knowledge of lean six sigma methodology
- Re-designing work flows in the face of funding challenges that ensure the same outputs can be achieved with fewer resources.
- High level of computer literacy including use of Microsoft Office and experience with Sitefinity CMS

#### Attitudes:

The Managing Director will be able to demonstrate attitudes that are reflective of:

- Excellent communication and interpersonal skills
- Excellent team leadership skills and extensive supervisory experience
- Ability to work both independently and as part of a team, in a very fast paced environment and continuously evolving programs landscape
- Ability to create contingency plans, to anticipate troubleshooting needs, and to identify and engage backup resources for various tasks
- Ability to be flexible in approach to meet challenges in an innovative and pragmatic way; flexibility during peak times to work extra hours to accommodate the activities of the Cochrane Centre
- Commitment to high standards of professionalism
- Ensuring challenges (e.g., tight deadlines) are met with enthusiasm and optimism (i.e., a 'can do' attitude)

**Additional information:**

Please note, this position requires national and international travel.

**Leadership Effectiveness:**

McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: *Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.*

To apply, find the job on [the McMaster Job Board](#) and click 'apply' at the bottom.