NORTHERN ONTARIO SCHOOL OF MEDICINE JOB DESCRIPTION

Job Title: Associate Dean, Research, Innovation and International Relations (RIIR)	
Reports To: Dean, President and CEO	
Portfolio: Research	
Employee Group: Executive Group	**Date:** July 2019

Call for Applications for Associate Dean Research, Innovation and International Relations. Under the authority of the Dean, President and CEO, the incumbent is accountable jointly with other members of the Executive Group for the achievement of academic and organizational objectives of the Northern Ontario School of Medicine (NOSM). The Associate Dean Research, Innovation and International Relations is a senior academic leader in the NOSM. The successful candidate may already hold an academic appointment at NOSM, and must be able to commit to a 0.6-0.8 Full Time Equivalent time allocation for a 5 year term, normally renewable once upon satisfactory review. Applicants will be vetted by an Advisory Committee, who will carry out interviews of selected applications, and make a recommendation for appointment to the Dean. The committee will begin to review applications after September 15, 2019 and will continue to accept applications until the position is filled. Interested candidates should submit letter of interest and a CV outlining their research, teaching, and administrative experience and interests, including future directions, together with the names and addresses of three referees to: dean@nosm.ca

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from Indigenous and francophone candidates, members of racialized groups/visible minorities, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents. Eligible candidates from Northern Ontario will be given preference. Accommodations are available for applicants with disabilities throughout the recruitment process.

Position Summary

As the senior academic officer responsible for the overall conduct and supervision of research, graduate studies innovation and international relations, within the School, the Associate Dean Research, Innovation and International Relations (RIIR) is accountable to the Dean, President and CEO. The Associate Dean joins the Dean, the Vice Dean Academic, the Chief Operating Officer (COO), and other Associate Deans as an equal member of the Northern Ontario School of Medicine (NOSM) Executive Group and is also a member of the NOSM Strategic Academic Senior Leadership Team. The Associate Dean, RIIR is responsible to ensure sufficient supports and guidance for all aspects of planning, development, implementation and continuous quality improvement of NOSM research strategy, graduate studies, and compatibility with the NOSM social accountability mandate, vision, mission, values and academic principles.

In addition, the Associate Dean RIIR oversees the NOSM Health Sciences Library, Assistant Dean Research, Assistant Dean Graduate Studies, the Research Office and associated staff. The Associate Dean, Research, Innovation and International Relations will oversee the development of new areas of Digital and Artificial Intelligence (AI) innovation and Informatics and the Center for Medical Education Research. The Associate Dean, RIIR represents the Dean and NOSM at International tables and events that require NOSM's attendance and participation and will maintain relations with our international partners with specific emphasis on international research collaborations.

Overall Responsibilities

1. Participates in the achievement and promotion of the Vision and Mission and strategic plan of the NOSM. Oversees the development of a RIIR five-year strategic plan aligned to the NOSM strategic plan as well as the annual operational plan for the portfolio.
2. Provides strategic leadership and advice to the Dean on all matters of research and international relations.
3. Acts as the senior Faculty officer providing supervision and stewardship to Research and international relations such that the obligations of the School are met in an effective and efficient manner, including responsibility for the day-to-day operational management of the RIIR office and programming.
4. Represents the NOSM to external stakeholders at the direction of the Vice Dean Academic, and the Dean.

Specific Responsibilities

1. Establishes and maintains collaborative partnerships which advance the Vision and Mission of the NOSM including, supporting and continuously improving research networks across Northern Ontario as part of addressing the priority health needs of Northern Ontario people and communities.
2. Creates, in partnership with local, provincial, national and international research and funding agencies, a superior environment for learning and inquiry in research and international relations that promotes a pervasive sense of respect, collegiality, empathy and cooperation. Specific partnerships will include, but are not limited to, the Federal Granting Councils (Canadian Institutes for Health Research (CIHR), Natural Sciences and Engineering Research Council (NSERC) and Social Sciences and Humanities Research Council (SSHRC)), The Canada Foundation for Innovation (CFI), Physician Services Inc. (PSI), the Association of Faculties of Medicine of Canada (AFMC), other national organizations (FedNor, Health Canada), provincial such as Northern Ontario Heritage Fund Corporation (NOHFC), NGOs and international agencies, such as EU. Communities, Health Sciences North Research Institute (HSNRI), Thunder Bay Regional Health Research Institute (TBRHRI), Towards Unity for Health (TUFH), THEnet: The Training for Health Equity Network.
3. Briefs and keeps the Dean advised on research and international relations issues that impact the NOSM.
4. Represents the NOSM's interests to external governing agencies, educational institutions and research bodies provincially and nationally.
5. Plans, develops, implements, manages and evaluates the NOSM research strategy, including specific projects, programs, initiatives and institutes.
6. Coordinates the Northern Health Research Conference and the research publication The Scope.
7. Chairs the NOSM Impact Research Program Advisory Committee at the Laurentian Centre for Rural and Northern Health Research (CRaNHR) and represents NOSM at CRaNHR at Lakehead and Laurentian Universities.
8. Directs the activities of Portfolio Units and staff, including the Health Sciences Library, the Research unit, the Director of Research & Health Sciences Library, Assistant Dean of Research, Assistant Dean Graduate Studies, the Global Health Coordinator and other NOSM research initiatives; receives activity reports from the Research Chairs.
9. With the Dean and Vice Dean Academic, will develop new positions of Director of AI and Informatics*, Assistant Dean Medical Education Research*.
10. With the Assistant Dean Graduate Studies has oversight of all graduate degrees, students and the launch of the Masters of Medical Sciences Program.
11. Develops, plans, oversees and maintains policies, procedures and protocols for the portfolio

12. Establishes policies required by the Tri-Council, and CIHR in particular, regarding research in medical settings, such as: responsible conduct of research, animal and human subjects, intellectual property, conflicts of interest and overhead charges
13. Maintains an up-to-date inventory of all research and innovation funding programs including charitable research foundations that could relate to NOSM and encourages faculty members to apply
14. Represents NOSM with respect to research to external organizations such as Association of Faculties of Medicine of Canada, Association of American Medical Colleges, Council of Academic Hospitals of Ontario, and Council of Ontario Faculties of Medicine as well as major relevant international meetings
15. Liaises with the Vice-President Research at both Lakehead University and Laurentian University
16. Liaises with the CEOs of Research Institutes and hospital Vice-Presidents Research in Northern Ontario
17. Liaises with the Heads of the Divisions of Clinical Sciences, Human Sciences and Medical Sciences
18. Liaises with the Executive Director of the Northern Ontario Academic Medicine Association (NOAMA) and connects with the Local Education Groups (LEGs) in matters related to research
19. Makes connections among researchers and institutions to enable applications for large project funding which significantly grow faculty research income
20. Reviews and approves all funding applications emanating from NOSM, ensuring that NOSM has the capability to perform the work if funding is awarded
21. Establishes advisory committees as needed for matters such as research using human subjects, research awards, etc.
22. Ensures that effective strategies are in place to recruit, support and retain excellent researchers including novice researchers across Northern Ontario.
23. Communicates and consults with other Associate Deans, Research to promote interdisciplinary and inter-university research efforts
24. Contributes to NOSM's community engaged medical education and social accountability mandate
25. Works with the Dean and other staff members to develop and monitor annual budgets and strategic development of the three-year budgeting cycle.
26. Deals with difficult situations that may arise within the portfolio; demonstrates leadership and expertly manages the challenges; and provides action recommendations to the Dean, as needed
27. Provides support, direction and assistance to all faculty members and organization units that address the needs of researchers
28. Develops and maintains liaisons with all distributed and affiliated teaching sites; develops and implements policies and procedures applying to all NOSM research activities
29. Has oversight and Chairs the searches for all NOSM Research Chairs, unless otherwise prescribed by the Unit 1 Collective Agreement.
30. Other duties as determined necessary by the Vice Dean Academic, or Dean.

*Positions to be recruited based on budget availability and strategic planning.

Education Requirements

- PhD and/or MD with a minimum of 5 years' experience working in an academic environment and a significant health research profile; a nationally recognized researcher
- Must be eligible for a faculty appointment in an appropriate Division at NOSM

Experience Requirements

- Significant academic or clinical leadership experience
- Experience in health or medical research, in applying for and obtaining funding, in working as a member of a large group on a research project, in publishing results, in protecting intellectual property and in promoting a productive research environment to foster the research of others
- Experience with national research granting councils
- Commitment and wherewithal to develop innovative research strategies in northern, rural and remote environments

- Experience with rural health research
- Experience with interdisciplinary approaches to research
- Experience with Indigenous and/or Francophone communities
- Management experience in an academic environment
- Proven academic accomplishments as reflected by significant funding and publications in scientific journals
- Track record of scholarly activity and demonstrated ability to manage diverse groups of individuals, complicated programs and evaluation of program effectiveness across large distances.

This position is a five year term, renewable once, upon a successful review of performance. The role is up to 5 days a week but can adjusted to be a minimum of 0.6 to 0.8 FTE.

Competencies

- Accountability - Takes ownership of personal workload, as well as the workload of employees under his/her direction and takes responsibility for decisions and actions. Takes pride in the work that is accomplished, and understands the function of tasks within the larger picture of the organization. Ensures deadlines are met and work is completed properly.
- Superior Communication– Creates a culture of positive communication which leads to fluid process flow of work tasks within the portfolio. Ensures that communication is clear and concise.
- Commitment to Health and Safety Leadership- Works in compliance with all applicable health and safety legislation and established policies and procedures, which includes ensuring that all health and safety training for employees is complete and up to date. Ensures that employees are following health and safety policies, procedures and regulations. Models appropriate behaviours.
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization. Has the ability to make quick, effective decisions even when data and details are limited. Ability to use sound reasoning when faced with various issues.
- Resource and Fiscal Management - Uses resources such as human capital, supplies, products, materials, and other useable items effectively and with foresight to available and limited funds. Makes sound decisions regarding resource allocation.
- Cultural Sensitivity - Promotes an inclusive environment exemplified by an attitude of openness and commitment to long-term respectful learning with all cultural groups. Models behavior to promote a collegial work environment among all staff.
- Leadership - Works well with a wide range of individuals to provide support, coaching, encouragement, and direction. Engages in regular, structured discussions with employees in order to encourage and improve individual employee performance, and attain organizational objectives. Identifies employee's strengths and weaknesses and provides long-term direction and support regarding areas of growth.
- Results Orientation - Able to focus on desired outcomes, and the means by which they are achieved by meeting and or exceeding standards based on past performance, goals, and objectives, as well as the performance and/or achievements of others.
- Collaboration –Creates and fosters a work environment where ideas are shared and units and portfolios work together to achieve organizational goals.
- Innovation –continues to seek out opportunities to improve processes and the delivery of research and medical education.

General Requirements

Leadership & Community Engagement

- Provides leadership in developing a campus culture across the whole geography of Northern Ontario that promotes the Values and Mission of the School of Medicine and associated academic programming, while respecting and integrating with regional cultures and practices.
- Develops a mechanism for community input and involvement in local and pan-northern programming, and where possible, fosters innovation to enhance medical education that supports continuous improvement of healthcare delivery and health system function.
- Provides mentorship to residents, students, faculty leaders, faculty, and staff across Northern Ontario
- Represents NOSM in regional, provincial, national, and international medical and health research and academic networks and in associated communities.
- Oversees the recruitment and selection process for faculty positions in the RIIR Portfolio, supervises the work of the Unit staff, faculty leaders and manages performance expectations and deliverables, imposes disciplinary and non- disciplinary measures as deemed appropriate and ensures that appropriate training and development is provided initially and is ongoing.
- Manages the collaborative relationship and integration that exists between this portfolio and the other portfolios within NOSM and external to NOSM.

Administration & Fiscal Responsibility

- Implements the administrative structure, communication strategies, and linkages with NOSM required to support the mission and goals of the School.
- Ensures effective operation of academic programming, either directly (RIIR) or in a supporting role (Postgraduate and Undergraduate Medical Education and Continuing Education and Professional Development (CEPD) programs.)
- Maintains financial accountability for the portfolio operating budget and provides input to the overall School budget as a member of the Executive Group. Develops and maintains the annual budgets for the Portfolio which includes reporting and accountability to monitor and to make decisions regarding allocations. Provides annual reporting of costs, costs overruns, cost saving opportunities across the various elements of the Portfolio. Coordinates the plans for capital acquisitions.
- Supervises and evaluates the Directors and Research Chairs.
- Recommends and supports recruitment, development and assignment of faculty to leadership and teaching roles that support the mission of NOSM and its academic programs.
- Implements policies and procedures of NOSM, including specific portfolio policies/procedures and for the programs of NOSM.
- Develops and Chairs relevant academic committees in support of the mission of NOSM.
- Participates as a member of Faculty, Hospital and other committees relevant to the mission of NOSM, as appropriate.
- Resolves employee complaints, interpersonal conflicts, and incidents including accidents, health and safety concerns, work refusals, and investigations.

Continuous Quality Improvement & Advancement

- Oversees regular reporting of fiscal status, program activity, quality measures and quality improvement within the Unit to the Director.
- Supports and actively participates in advancement strategy development and fundraising activities of NOSM.
- Seeks out opportunities for advancement through the development of relationships and by participating in donor meetings and activities.
- Continues to improve the image of NOSM and seeks to raise the profile of NOSM through participation in key activities intended to place NOSM in high regard in the medical community

locally and globally.
- Maintains privacy and conducts their daily operational activities in an ethical manner.

Academics

- Provides ongoing academic leadership for educational programs at NOSM and particularly their delivery in communities. This will include ensuring that the delivery of the curricula for all research programs reflects the context and particular circumstances of the Northern Ontario campus and integrates and coordinates undergraduate, graduate, postgraduate and other learners.

Research

- Facilitates educational research development and evaluation in the respective Portfolios and across the School.
- Fosters the development of a research-rich, academic environment supporting the ongoing research efforts of NOSM.
- Seeks out and capitalizes on partnerships including government funding for grants and other research activities.

Working Conditions

- Interaction with employees, management, students, faculty and external stakeholders
- Working in a busy office environment with frequent interruptions
- Occasional overtime and frequent travel