



Canadian Association of Health Services and Policy Research

Position Available: Executive Director

Part time position (approx .4 FTE).

Vision, Mission & History

CAHSPR's vision is for a vibrant community of researchers, patients, clinicians and decision makers working together toward evidence-based health care and health policy. CAHSPR's mission is to provide a multidisciplinary association fostering and supporting 1) Linkages between researchers, patients, clinicians and decision makers, 2) Knowledge translation and exchange, 3) Education and training, and 4) Advocacy for research and its more effective use in planning, practice and policymaking

Reporting Relationship

The Executive Director reports directly to the board of directors of the association. The Association Manager and Secretariat reports directly to the Executive Director.

Work Location

CAHSPR is a virtual organization and as such all contracted positions work remotely.

Role of The Executive Director

Accountable to the Board of Directors, the Executive Director (ED) is responsible for overall leadership of the Canadian Association of Health Services and Policy Research (CAHSPR) for providing the strategic leadership and direction required for CAHSPR to meet its mandate. The ED represents the organization externally in its relationship with other related organizations, governments, members and stakeholders and is ultimately responsible for all aspects related to strategy, policy, implementation and operations.

Key Areas of Responsibility

STRATEGIC PLANNING

A prime responsibility of the ED is to implement (and to update and renew as needed in collaboration with the Board) a strategic plan that will ensure CAHSPR is on course to fulfil its vision and mission. The ED will support the members of the Board in the development and regular updating of a plan that will be based on the needs of the membership of CAHSPR. To ensure the most effective means are used to fulfil the Board's mission and mandate, the ED will establish productive working relationships with stakeholders and others involved or interested in enhancing CAHSPR.

FINANCIAL MANAGEMENT, RESOURCES ACQUISITION AND STEWARDSHIP

The ED will ensure the acquisition of the necessary fiscal, human and physical resources for CAHSPR by working effectively with the membership and other stakeholders as appropriate. The ED is responsible for ensuring that annual budgets are developed and presented to the Board, and that effective administrative systems are in place to ensure the efficient utilization of the financial resources of the Board within the objectives, policies, plans and budgets established by the Board.

CONFERENCES

The ED is accountable to the Board for the delivery of high-quality scientific conferences and others as deemed appropriate by the Board. The ED will be responsible for meeting the operational objectives established for CAHSPR and ensuring that the quality of all work meets standards established by the Board. Within the context of the strategic plan, the ED will consult and obtain input from stakeholders and will recommend new and revised policies and programs to the Board in order to meet the changing needs of the population CAHSPR serves.

TRENDS IN HEALTH SERVICES AND POLICY RESEARCH

The ED will seek out and stay abreast of trends and developments in health services and policy research and will recommend new, innovative approaches that could enhance the performance of CAHSPR.

Education and Experience

EDUCATION AND QUALIFICATIONS

- ❖ A background in health care and/or health policy research is strongly preferred
- ❖ Master's degree or greater is strongly preferred
- ❖ Proficiency in both official languages an asset

EXPERIENCE

- ❖ Experience and leadership role with broad leadership responsibilities
- ❖ Understanding of health policy research
- ❖ Experience working in a pan-Canadian environment
- ❖ Working with multiple stakeholders and partners
- ❖ Where leadership involves influencing, coordinating and partnering

Expertise, Attributes and Skills

RESEARCH AND HEALTH CARE

- ❖ Knowledge of the Canadian Health System
- ❖ Knowledge of or experience in health policy research

BOARD OF DIRECTORS

- ❖ Experience working with a Board of Directors
- ❖ Effective supporting a Board in fulfilling its governance responsibilities

GOVERNMENT RELATIONS

- ❖ Strong political acumen
- ❖ Able to develop and maintain positive and productive relationships with federal, provincial and territorial governments

LEADERSHIP AND RELATIONSHIPS

- ❖ Recognized leader in health services and policy
- ❖ Effective at ensuring vision and strategies are developed and then translated into action
- ❖ Inspires a shared vision among a broad range of stakeholders
- ❖ Effective collaborator and consensus builder
- ❖ Ability to develop highly productive relationships with a broad range of partner organizations and stakeholders
- ❖ Highly credible, respected in their field and able to generate trust and confidence in others
- ❖ Demonstrates superior communication skills
- ❖ Results driven and focused on moving an agenda forward
- ❖ High energy

Personal Characteristics

- ❖ Positive, enthusiastic and inspiring
- ❖ An innovator with strong business acumen
- ❖ Highly developed interpersonal skills
- ❖ Demonstrates a high degree of integrity and respect for others
- ❖ Entrepreneurial, seizes opportunities, nimble
- ❖ Analytical, incisive, able to distill key elements from complex situations
- ❖ Persistent

Compensation

Compensation will include a base salary and other incentives.

Contract Terms

Contract position will be for a three (3) year term

Probationary period of 6 months

The Executive Director position is a part time position (approx .4 FTE)

Submission Requirements

Deadline: September 30th, 2019

Applicants should submit a CV and a cover letter outlining the candidate's interest and why they should be considered for the position. Submit materials to Sally Cleford, Association Manager by email at sally@f2fe.com.