

## JOB DESCRIPTION

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### *Director, Canadian Partnership for Tomorrow Project (CPTP)*

#### *Background*

The Canadian Partnership for Tomorrow Project (“CPTP”) is a significant, long term research initiative designed to explore how factors such as genetics, behaviour, environment and lifestyle contribute to the development of cancer and other chronic diseases. The goal of the CPTP is to enroll and follow thousands of Canadian adults aged 35 to 69 for decades to support leading edge Canadian and international trans-disciplinary population health and chronic disease research. The Partnership is the largest single funder of the CPTP and has assumed responsibility for establishing the project’s key infrastructure.

This position is part of the Cancer Control Division that is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians. This division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners. It works in close collaboration with the other divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding for a second five-year mandate to 2017, our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

#### *Overview of Role*

Reporting to the VP, Cancer Control, the Director is accountable to provide program leadership for the project’s national coordinating centre and, working collaboratively with the project’s Senior Scientific Leader, provide input into the strategic leadership and general oversight of this key project. The Director will work collaboratively with the relevant investigators, provincial and other key stakeholders to effectively deliver the CPTP’s mandate, on time and within budget. The Director is a member of the Partnership’s Strategic Management Committee that includes the CEO, Vice Presidents and Directors, and will contribute to the organization’s strategic decision making to achieve its mandate in cancer control.

### *Mandate-Specific Accountabilities*

- Provide overall strategic, managerial and administrative leadership in the day-to-day operations of the project's national coordination including leading a team of staff
- Build a national coordination function including assisting in evaluation, identifying and procuring resources or services using contracts and other legal agreements, securing a national infrastructure for biobank repository
- Liaise directly with the 5 regional PIs to guide the planning, delivery and establishment of national resources as necessary for the effective management and delivery of the CPTP
- Draft and deliver effective and impactful position papers, reports and funding proposals
- Lead discussion to build and negotiate consensus on operational issues and manage the changing needs and priorities of the cohorts to ensure project delivery within defined timelines
- Represent the CPTP to various stakeholder groups across Canada, and identify opportunities for strategic linkages with other programs, initiatives and partners outside the organization, initiating and maintaining contact with external/internal stakeholders and with networks of expertise as necessary
- Provide support to the Senior Scientific Leader, CPTP, and Expert Leads as needed to advance the efforts of the project
- Work with the SSL to coordinate the work of the Strategic Advisory Council and the International Scientific Advisory Board to ensure the excellent functioning of these and other advisory groups and networks connected to the portfolio
- Participate as a member and, where appropriate, chair CPTP Task Forces to ensure they function well to support the work of the portfolio in achieving its goals
- Create strategic linkages and collaborate on work plans within the Partnership, such as:
  - Work with Communications to optimize internal and outward facing communications and outreach including via newsletters, conferences, annual reports, workshop reports, press releases, briefing material on cancer issues, etc.
  - Ensure appropriate linkages with the knowledge transfer team to ensure that [cancerview.ca](http://cancerview.ca) and other knowledge transfer initiatives of the Partnership have appropriate and salient information sharing, and approaches to adoption to the CPTP
  - Work closely with the Strategy and performance framework teams to develop, monitor and evaluate strategic plans
  - Lead the portfolio in aligning work within the processes developed by Finance
  - Work closely with the Systems Performance team to integrate reporting appropriately into their products
- Lead the development of the annual work plan and budget, long term plans and determining the outcomes for projects/programs. Develop operational plans, including creating and implementing project plans, evaluating initiatives and preparing project reports as needed
- Assist the VP, Cancer Control as needed

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### *General Accountabilities*

- Drive innovation and culture change by creating empowered teams, integrating cross-function teams, delivering accelerated impact and reinforcing a collaborative culture
- Lead and coach direct reports
- Joint responsibility for staff engagement and collaboration
- Accountability for collaboration across divisions and portfolios and with external partners
- Support VP Accountabilities and achievement of strategic priorities
- Responsible for developing division strategy and goals, allocating resources and delivering results on time and within budget

### *Division of Time by Area of Accountability*

Delivering Core Mandate: 25-30%

Driving Collaboration: 25-30%

Supervising and Mentoring direct reports and key support staff: 15-20%

Supporting VP: 5-10%

External Relationships: 15-20%

### *Essential Skills and Attributes*

- An experienced research administrator with the ability to influence, engage and align Investigators and multiple stakeholders in the development and implementation of significant projects
- Demonstrated strategic leadership and management skills
- Ability to proactively lead and respond to change
- A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills, including vendor management
- Strong mentoring, coaching and knowledge-sharing skills, ability to interact and work effectively with staff
- Adaptability, flexibility, diplomacy and tact
- Excellent analytical, interpretive and problem solving skills; detail oriented
- Self-motivation and initiative
- Ability to prioritize and multi-task within a fast-paced environment
- An effective written communicator and public speaker, ideally in both official languages

### *Experience and Education*

- A research degree, preferably Masters or PhD level
- A minimum of 5 years related experience managing significant research projects at a provincial and/or national level with multiple stakeholders
- Experience in complex research administration in health sector an asset
- Familiarity with current policy issues/philosophies, initiatives of cancer research funding agencies in Canada and “key players” in cancer research across Canada and internationally
- An understanding of funding agency and university partnerships in Canada
- Experience in not-for-profit an asset, particularly the Canadian Cancer Strategy environment