



National Collaborating Centre
for Determinants of Health

Centre de collaboration nationale
des déterminants de la santé

JOB TITLE: Scientific Director

DEPARTMENT: National Collaborating Centre for Determinants of Health, Research Services Group, St Francis Xavier University

POSITION SUMMARY (Primary function and purpose of position)

Senior leader of the National Collaborating Centre for Determinants of Health (NCCDH), one of six Canadian national public health knowledge centres. Sets strategy to position the NCCDH as a leading Canadian expert and knowledge source about social determinants of health/health equity via a vis evidence-based public health practice, policy and systems. Ensures high-calibre work planning and execution, program and financial management, funding proposals and reports, and evaluation resulting in delivery of high quality resources, events & other outputs. Oversees staff team. Maintains national and International networks; collaborates with public health decision-makers, practitioners, academics and government and non-governmental allies; and maintains high level of related content expertise and national reputation.

RESPONSIBILITIES/DUTIES

1. Provide senior leadership to & in all aspects of the NCCDH. Facilitate vision, mission & strategic planning to guide the Centre in fulfilling aims of the NCC program & the NCCDH to position the NCCDH as a Canadian leader in social determinants of health, health equity, knowledge mobilization & public health. Contribute to the stature of StFX.

Identify & assess context affecting the Centre. Define future, set path & create consensus on the part of StFX leadership, funders, staff & collaborators. Actively seek & make use of opportunities for continuous improvement.

Obtain effective advice from across Canada (& internationally) that reflects the range of expertise, professional disciplines, public health programs, geographic jurisdictions & equity-seeking populations served by the NCCDH, including maintaining an advisory board. Identify & manage risks for NCCDH, the NCC program & StFX.

2. Lead & oversee the Centre's operational & program planning & execution. Establish the NCCDH's scope, approaches & methods of evidence/knowledge identification, translation, dissemination, exchange & uptake. Ensure the Centre meets StFX, funder, user & partner expectations. Operationalize an advisory board through effective recruitment, orientation, meetings & engagement. Execute applicable StFX policies & procedures; develop & maintain policies & procedures specific to the NCCDH (e.g. French language service). Ensure quality assurance standards are met. Oversee needs & opportunities assessments, environmental scanning & evaluation of the

Centre, activities & outputs. Safeguard records through secure & sustainable procedures. Identify & manage risks for NCCDH, the NCC program & StFX.

This includes achieving results by delivering high quality knowledge products, events, networks & other outputs through effective & efficient means.

3. Maintain high level of content expertise & national reputation in public & population health, social determinants of health, health equity & knowledge mobilization. In addition to fulfilling leadership roles inside the NCCDH, maintain professional leadership contributions to the public health sector. This may include speaking & conference presentations, being a knowledge user partner to research collaborations, authoring articles, brokering relationships or hosting meetings, being a media spokesperson, providing one-on-one trusted advice, contributing key informant interviews, etc.

4. Lead & oversee human resources. Oversee a national, distributed team. Mobilize the staff individually & as a team; model & implement practices to build & sustain positive & effective team functioning with high contribution by each staff member. Establish & maintain a positive, healthy, safe & equity-modelling work environment within StFX policies & procedures. Determine staffing requirements. Work with StFX HR to recruit & select staff. Ensure provision of orientation, ongoing professional development, performance management, coaching &, as necessary, discipline & termination of Centre staff within StFX parameters. Identify, contract & manage appropriate supplemental expertise through contracts & agreements.

5. Develop & maintain strategic collaboration throughout Canada, & internationally, to effectively contribute to program development & delivery, growth/acquisition of users, promotion, to obtain advice & to facilitate acquisition of in-kind contributions (& supplemental funding). Maintain professional networks & actively seek collaborative opportunities with public health leaders across disciplines & programs, at all government levels; with knowledge generators, applied researchers & academics; & with allied health, social & non-governmental organizations. Develop & implement collaborative practices. Train, mentor & otherwise support staff team to contribute effectively to collaboration & to partnership objectives. Maintain effective communications with partners & potential partners (see 7).

6. Oversee financial management & funder relations. Oversee projection, preparation & execution of Centre-wide annual & multi-year budgets. Regularly monitor revenue, spending, variances, cashflow adjustments of multiple accounts. Support assigned staff to work positively with StFX Finance; supplement University records to allow project-level monitoring. Directly engage in & oversee scheduled & as needed reporting & communication with the Public Health Agency of Canada & other funders. Communicate financial constraints & impacts to funders. Ensure Centre-level sound bookkeeping is maintained to meet StFX & funder reporting requirements. Approve expenditures within assigned authority. Administer one's expense claims accurately.

7. Communicate strategically to further the aims of the NCCDH & NCCPH program. Develop, maintain & execute strategic communications plans/practices to brand the NCCDH as a highly credible, trusted, go-to source for public health knowledge; to expand reach & deepen penetration; to support internal effectiveness; take advantage of opportunities; & maintain positive relationships with funders, StFX, other NCCs, collaborators/partners, users & other interested stakeholders.

Ensure & directly engage in public relations, e.g. act as NCCDH, & as assigned, StFX spokesperson.

Ensure timeliness, accuracy & consistency of knowledge products & related promotion. Support staff to stay up-to-date regarding communications channels & methods. Ensure the NCCDH responds to evidence about how the Centre's audiences acquire knowledge, learn & modify practices.

8. Contribute to the NCCPH program & the NCC federated network. Work with other NCCs & the Public Health Agency of Canada to achieve NCC program aims. Facilitate agreement, coherence & a reasonable level of consistency between NCCs regarding knowledge mobilization, management & evaluation means/methods. Model a high level of transparency & communication among NCCs & with PHAC. Encourage planning approaches that facilitate coordination of efforts & collaborative activities such that each NCCs' expertise is leveraged within the NCC program & results in enhanced outcomes or efficiency. Ensure the NCCDH contributes to all-NCC activities, e.g. rotating secretariat, evaluation, communications & special projects.

9. Departmental duties/Special Projects as assigned.