Faculty/Portfolio:School of Public Health

Unit: Public Health Sciences/Alberta Centre for Injury Control & Research

Position Title: Associate Director

Position Type/Job Family: Trust Administrator

Incumbent Name (if applicable):Click here to enter text.

Date of Completion:Click here to enter a date.

**SIGNATURES:** The signatures below indicate that all parties have read and understand the information in this Position Description.

**INCUMBENT (if applicable)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**PRINCIPAL INVESTIGATOR/SUPERVISOR**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**CHAIR/DEAN/VICE-PRESIDENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name Signature Date*

**POSITION SUMMARY:** Give a brief summary of the position covering the main responsibilities, the framework within which the position has to operate, and the main contribution to the organization.

The Associate Director has overall responsibility for the operation of the Centre:

1. Major Responsibilities focus on the following (90%)
   * Leadership
     + Act as a spokesperson for the Centre, School of Public Health and University on matters relating to injury prevention, with all level and forms of media
     + Develop and maintain sound relationships with stakeholders, including cross-government agencies and officials such as the Alberta Minsters of Health, Transportation and Education, and the Premier and the federal Ministers of Health, Transportation, Chief Public Health Officer, Assistant Commissioner of the RCMP, and Executive Directors of KidSAFE Canada, Safe Communities Canada, Think First Canada
     + Identify, assess, and implement plan to address internal and external issues that affect the Centre
     + Act as a professional advisor to the Director on all aspects of the organization’s activities
     + Foster effective team work among Centre staff and associates
     + Conduct official correspondence on behalf of the Centre as appropriate such as federal and provincial government ministers, senior level bureaucrats, and stakeholders
     + Represent the Centre and University at international, national, and provincial events to enhance the Centre’s profile often meeting with high ranking officials such as Alberta Ministers of Health, Transportation and Education, and the Premier and the federal Ministers of Health, Transportation, Chief Public Health Officer, Assistant Commissioner of the RCMP, and Executive Directors of KidSAFE Canada, Safe Communities Canada, Think First Canada
     + Develop and deliver scientific presentations (provincial, national and international)
     + Develop and deliver briefing notes and presentations to government ministries and government standing committees, federal and provincial
     + Provide leadership within the scope of the Centre’s business plan to ensure the efficient and effective operations and work programmes
     + Foster high level injury prevention and research alliances by chairing the Canadian Collaborative on injury Prevention Canadian Collaborating Centres for Injury Prevention and participating as a representative of Alberta Health & Wellness on the Injury Task Group of the Pan-Canadian Health Network, and seeking partnerships and alliances for new projects
     + Provide leadership to complex projects that involve multiple stakeholders from different sectors such as health, transportation, agriculture, recreation, enforcement
     + Assume shared accountability (with Director) to School of Public Health for the Centre’s direction and operation
     + Assume shared accountability (with Director) to Alberta Health and Wellness and the Government of Alberta for the Centre’s direction and operations
2. Operational planning and management
   * Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
   * Independently develop, manage and supervise the implementation of the Centre business plan and operational plan
   * Ensure that the operation of the organization meets the expectations of its stakeholders and funders
   * Oversee the efficient and effective day-to-day operation of the organization
   * Draft policies and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes as appropriate
   * Ensure that files are securely stored and privacy/confidentiality is maintained
3. Program planning and management

* Oversee the planning, implementation and evaluation of the Centre’s programs and services
* Ensure that the programs and services offered by the Centre contribute to the Centre’s mission and reflect the priorities
* Monitor the day-to-day delivery of the programs and services of the Centre to maintain or improve quality
* Oversee the planning, implementation, execution and evaluation of special projects

1. Human resources planning and management
   * Determine staffing requirements for organizational management and program delivery
   * Oversee the implementation of the human resources policies, procedures (NASA and AASUA) and practices including the development of job descriptions for all staff
   * Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
   * Recruit, interview and select staff that have the right technical and personal abilities to help further the Centre’s mission
   * Ensure that all staff receive an orientation to the Centre and that appropriate training is provided
   * Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
   * Coach and mentor staff as appropriate to improve performance
   * Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures
2. Financial planning and management
   * Independently develop funding proposals for core funding from Alberta Health & Wellness, and other government Ministries for project funding
   * Accountable for fiscal management including budget development and expenditures of the Centre (Budget ~2.5 million) including the acquisition of resources, capital expenditures, and space issues
   * Participate in fundraising activities as appropriate such as seeking sponsorship of programs and activities like the Finding Balance program
   * Approve expenditures
   * Ensure that sound bookkeeping and accounting procedures are followed
   * Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
   * Provide the Funders with comprehensive, regular reports on the revenues and expenditure of the organization
3. Community relations/advocacy
   * Provide injury advocacy leadership within Alberta by coordinating efforts for healthy public policy
   * Act as a resource for injury control information for stakeholders
   * Communicate with stakeholders to keep them informed of the work of the Centre and to identify changes in the community served by the Centre
   * Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the Centre such as the RCMP, Alberta Health & Wellness, Alberta Transportation, Alberta Health Services, Lifesaving Society, SafeKIDS Canada, Safe Communities Canada, Smartrisk among others. Relationship at the Director, Deputy and Assistant Deputy Minister level
4. Risk management
   * Identify and evaluate the risks to the Centre’s staff, property, finances, goodwill, and image and implement measures to control risks
   * Ensure that the Centre and staff carries appropriate and adequate insurance coverage and that staff understand the terms, conditions and limitations
5. Research/Projects Activities (10%)
   * Works with multi-disciplinary research teams
   * Co-authors and contributes to the research as evidenced by 55 peer-reviewed abstracts and publications since 1990
   * Provides advice to research and community projects
   * Lecturer in injury prevention at international, national and provincial levels
   * Edited 2010 version and master trainer and facilitator for the Canadian Injury Prevention and Control Curriculum
   * Co-author and master trainer and facilitator for the Canadian Falls Prevention Curriculum
   * Reviewer for peer reviewed journals – Injury Prevention, Canadian Journal of Public Health, Journal of the Southern Medical Association, Journal of Migration and Integration
   * Reviewer for scientific presentation at conferences – Canadian Multidisciplinary Road Safety Conference, Canadian Injury Prevention Conference

**KNOWLEDGE, SKILLS AND ABILITIES:** Provide a list of the most important knowledge, skills and abilities including knowledge about practical procedures, specialized techniques, analytical and conceptual skills, and abilities and skills needed for interaction with others. Specify the level (or type) of post-secondary education that is required.

* Graduate degree in a population health discipline and minimum of seven years’ experience in management
* Superior skills and successful experience in motivating and collaborating with others to build successful partnerships, teams, coalition and alliances;
* Knowledge and understanding of injury control theory, issues and strategies, and the Safe Community concept
* Knowledge and understanding of University of Alberta research services, financial and human resources procedures, policies and agreements
* A broad perspective on health promotion and the determinants of health including theory, knowledge and practice
* Highly developed skills in project management and coordination including planning, development, implementation and evaluation
* Strong interpersonal, community and public relations skills
* Ability to organize ideas and information and to communicate clearly and concisely in both oral and written forms
* Ability to work independently and as part of a team
* High level skills in organizational management and ability to manage multiple priorities
* High level skills in problem-solving
* Computer literate
* Skills in preparing and making effective presentations
* Injury-specific content or health content with an injury control perspective
* Management training and proven experience
* Experience in program development, management and evaluation preferably related to injury control
* Coalition building skills
* Strong, dynamic leadership

**ORGANIZATION CHART:** An organization chart must be included, indicating supervisor, peers and other positions in the area/unit.