



## **JOB POSTING**

### **Assistant Director, Canadian Deprescribing Network**

#### **OVERVIEW**

The Canadian Deprescribing Network (CaDeN) is a group of individuals who are committed to improving the health of Canadians by reducing the use of potentially inappropriate medicines and enhancing access to non-drug alternatives in older men and women. It is funded primarily through a Canadian Institute of Health Research (CIHR) Partnership for Health System Improvement grant. Members represent a wide range of stakeholders related to deprescribing, including patient advocates, community-led and federally funded quality improvement organizations, healthcare professionals, provincial policy-makers and academic researchers.

#### **Summary of Position**

As a high-functioning member of a small, dynamic team, the Assistant Director will work to develop and implement strategic initiatives that support the mission, vision and action plan of the Canadian Deprescribing Network. The successful candidate will be passionate about improving medication safety. The purpose of the role is to support CaDeN in establishing and maintaining partnerships with stakeholders in order to scale-up evidence-based solutions related to deprescribing at a national level.

#### **Qualifications**

- Graduate degree in a field related to health science (eg. medicine, pharmacy, pharmacology, nursing, allied health care, public health, health policy, health systems and administration)
- Minimum 5-7 years of relevant (post-training) professional experience
- Experience in a health, policy or research environment in a strategic role
- Deep and broad knowledge of the Canadian health landscape
- Experience building and maintaining partnership with government and non-government organizations
- Knowledge of strategic and operational planning concepts with experience in project management

#### **Desired Skills**

- Ability to work in a fast-paced team environment
- Ability to work independently with limited direction
- Outstanding interpersonal skills, with the ability to work with policy-makers, health care professionals and patient/community organizations
- Excellent project and time management, attention to detail, problem-solving, risk assessment, public issues management, and conflict resolution skills



- Superior presentation skills
- Demonstrated tact, diplomacy, judgment and sharp critical thinking skills
- Advanced skills in promoting and maintaining a sense of network engagement with different types of members from across Canada
- Training or experience in building, negotiating and maintaining partnerships with government and non-government organizations

## **KEY RESPONSIBILITIES**

### **Initiative, Project Management, and Partnership Engagement**

- Manage and provide strategic leadership on CaDeN-led and CaDeN-partnered projects and activities in line with CaDeN's action plan
- Oversee, track and optimize partnerships and projects
- Schedule and ensure follow up for the Executive, Public Awareness, Health Provider and Policy-Maker subcommittees
- Develop and implement evaluation strategies to assess the effectiveness of CaDeN's initiatives, in line with the goals of the network and make strategic recommendations based on ongoing tracking and analysis

### **Pharmaceutical Appropriateness Strategy**

- Track emerging and new issues and opportunities related to the Federal Health Accord Pharmaceutical file and home care priorities for older adults
- Strategically identify opportunities for raising the visibility of CaDeN and partnering with professional, patient and other organizations' activities that have a shared goal of reducing inappropriate medication and ensuring access to non-drug therapies
- Respond to information requests from a diverse group of stakeholders about CaDeN's activities and resources
- Develop/present briefings and reports to engage stakeholders and inform CaDeN's annual report to provincial and federal government agencies

## **CONSEQUENCE OF ERROR**

The work of the Assistant Director must be completed at a high level of accuracy and efficiency. The Assistant Director will represent CaDeN in an official capacity, for example when interacting with leading patient advocates or high-profile decision-makers. As such, the Assistant Director is expected to show sound judgment in all of their activities on behalf of CaDeN. Errors could seriously jeopardize the public, professional and government credibility of CaDeN.

## **SUPERVISION RECEIVED**

- The Assistant Director reports to the Director with direction also provided by the Senior Advisor, Science Strategy



### **LANGUAGE REQUIREMENTS**

- A high level of proficiency in English oral and written communication is a requirement. French language proficiency is essential.

### **WORKING CONDITIONS**

- The successful applicant will be required to work out of the Canadian Deprescribing Network offices, located in Montreal, Quebec.
- This role requires occasional overnight travel outside of Montreal.

### **ADDITIONAL INFORMATION**

#### **Duration**

The initial appointment will be a full-time appointment for one year, including a probation period, with the possibility of renewal.

#### **Salary**

Commensurate with experience and human resource guidelines.

### **APPLICATION MATERIALS & DEADLINE**

Please send

- a cover letter outlining relevant experience and interest in the position;
- a full CV;
- a list of three references.

All application materials must be received by Marie-Eve Lavoie, administrative coordinator to Dr. Cara Tannenbaum, by email: [marie-eve.lavoie@criugm.qc.ca](mailto:marie-eve.lavoie@criugm.qc.ca) by **5 pm EST, August 25th, 2017**.

Only successful candidates will be contacted. These candidates will receive an invitation to an interview by August 31, 2017.