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Park**

Executive Search Consultants

"Creating Success Through Leadership"

OPPORTUNITY PROFILE

Director, Knowledge Exchange Centre



**Mental Health
Commission
of Canada**

**Commission de
la santé mentale
du Canada**

OPPORTUNITY PROFILE

THE ORGANIZATION

The Mental Health Commission of Canada (MHCC) is a non-profit organization created to focus national attention on mental health issues and to work to improve the health and social outcomes of people living with mental illness.

The goal of the MHCC is to help bring about an integrated mental health system that places people living with mental illness at its center. To this end, the Commission encourages cooperation and collaboration among governments, mental health service providers, employers, the scientific and research communities, as well as Canadians living with mental illness, their families and caregivers.

The Commission has a mandate to develop a Mental Health Strategy for Canada, to implement a ten-year Anti-Stigma/Anti-Discrimination program, to develop a Knowledge Exchange Centre for the mental health field, and to conduct a national research project on mental health and homelessness.

The Mental Health Commission's head office is located in Calgary, Alberta, with a second office in Ottawa, Ontario.

AN OVERVIEW OF THE KNOWLEDGE EXCHANGE CENTRE

The mental health community in Canada is anxious to have a transformed mental health system that will meet the needs of all Canadians. The MHCC's Knowledge Exchange Centre (KEC) is one of four key mandated initiatives of the Commission. The KEC's focus is to promote and disseminate the work of the Commission, be a source of reliable and credible information on mental health and a centre for collaboration for people across Canada and beyond to share their knowledge.

For more information please go to www.mentalhealthcommission.ca

THE POSITION

The Commission is seeking a Director to lead the important task of knowledge exchange and translation of the work of the Commission and the ongoing development of the KEC. Reporting to the Executive Vice President, the Director, *Knowledge Exchange Centre*, will provide the strategic and tactical direction required to lead a world class knowledge portal to provide access, information and visibility in Canada and globally.

The Director of the *Knowledge Exchange Centre* will be required to provide ongoing interaction with members of the Commission's executive and the various constituencies that make up the "mental health system" including users of services, providers of services, researchers, and policy makers, to ensure that the KEC provides the greatest value.

Key Duties and Responsibilities:

- Provide strategic and technical leadership to KEC team (direct reports and external consultants) in managing the development, implementation, enhancement, maintenance and integration of the *Knowledge Exchange Centre*.
- Develop project resource strategies, allocating budget, staff, tools and specialized support necessary for cost effective implementation.
- Review and approve activities/projects, focusing on a solutions approach, deliverables, cost estimates and delivery timeline.
- Sustain a competent and motivated management team and ensure each member is held fully accountable for meeting performance requirements and key deliverables.
- Further develop leadership capabilities and enhance project management skills and business knowledge of team members.
- Demonstrate the skill/knowledge required to reach the objectives of the *Knowledge Exchange Centre* as well as contributing to the overall objectives of the Commission.
- Accountable for overseeing the delivery of projects on time and on budget, meeting the stated requirements and the Commission's objectives.
- Liaise with key external stakeholders to develop partnerships in order to advance the KEC's capabilities in the area of knowledge exchange.
- Lead the development of knowledge exchange plans across the Commission.
- Develop knowledge-exchange policies to capture and build knowledge resources based on best practices.
- Manage the procurement and work of contractors and temporary staff on specific projects as the need arises.
- Responsible for providing reporting on the KEC as required.
- Performs other duties as assigned by the Executive Vice President.

SKILLS & EXPERIENCES

- Minimum 7 years' experience in management, strategic planning, change management, and organizational planning roles and extensive report writing experience required.
- Experience in managing teams, budgets, leading projects and strategic direction of work.
- Experience in the design, development and implementation of strategic initiatives and activities, particularly in the area of knowledge exchange and translation and related fields.
- Demonstrated success working within interdisciplinary teams and diverse groups of stakeholders.
- Excellent planning and time management skills, with ability to multi-task, produce and coordinate projects to tight deadlines.
- Excellent oral and written communication skills, particularly related to summarizing multiple and complex sources of information for differing audiences.
- Well-developed problem-solving skills.
- Ability to access and understand multiple sources of data, research and grey literature.
- Developed interpersonal communication skills including experience developing and maintaining strategic partnerships and networks of significant numbers of internal and external stakeholders.
- Ability to prepare and deliver presentations to large and small audiences.
- Proficient in using various software including word processing, spreadsheet, presentation, electronic mail and scheduling.

- A team player accustomed to gracefully working within a fast-paced environment.
- Demonstrates adaptability, flexibility, diplomacy and tact.
- Excellent analytical and interpretive abilities.
- Excellent knowledge and demonstrated experience of health sector issues/challenges, preferably mental health.
- Initiative, sound judgment, political sensitivity and awareness, flexibility and adaptability, discretion, tact and diplomacy.
- Ethically uncompromising, exhibiting the highest level of personal and professional integrity.

QUALIFICATIONS

- University degree required; graduate degree preferred. Ongoing professional development in leadership, change management and strategic planning is expected. Extensive experience or combination of other relevant education and experience will be considered.
- Ongoing professional development with emphasis on project considered an asset.
- Experience in Knowledge Exchange/Knowledge Transfer/Knowledge Translation functions or related fields.
- Ability to speak both official languages desirable.

COMPENSATION

An attractive compensation package including a strong benefits package is provided and will be discussed in a personal interview.

For further information please contact

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