

## **Programs and Systems Analyst**

### **The Organization**

Brain Canada is a dynamic registered charity that funds transformative brain research across Canada. It leads the \$240,000,000 Canada Brain Research Fund, an innovative private – public partnership supported by Health Canada and range of partners and funders. Brain Canada promotes a “One Brain One Community” approach that views the brain as an interconnected system and fosters the strengthening of the brain community across Canada. For more information, see [braincanada.ca](http://braincanada.ca)

### **Position Summary**

The Programs and Systems Analyst develops, coordinates, maintains and uses Brain Canada’s evaluation, reporting and information management systems and supports other users. Located at Brain Canada’s head office in Montreal, he/she reports to the Chief Operating Officer.

### **Responsibilities**

- Ensure Brain Canada evaluation and performance measurement systems meet its needs efficiently and effectively, and the needs of government, funders and partners by:
  - Coordinating the design, development and improvement of Brain Canada’s evaluation and performance measurement system;
  - Continually developing and sharing expertise in performance evaluation, in particular for research funding;
  - Coordinating data collection and analysis needed for reporting;
- Ensure Brain Canada’s grant management system meets its needs efficiently and effectively, and those of applicants, awardees, reviewers and other users by:
  - Coordinating the design, development and improvement of Brain Canada’s grant management system, currently based on SmartSimple;
  - Continually developing and sharing expertise in research grant management systems;
  - Configuring the grant management system to carry out different program activities, including the launching research granting competitions, the coordination of reviews of applications and the collection and administration of progress reports;
  - Designing and producing reports;
- Ensure Brain Canada’s general information and knowledge management systems meets its needs efficiently and effectively by:

- Coordinating the design, development and improvement of Brain Canada's information and knowledge management systems, currently based on Office 365 for Business;
- Continually developing and sharing expertise in information and knowledge management;
- Configure Brain Canada's systems to facilitate coordination and exchange of information between the staff, including those in programs, finance, legal and communications;
- Collaborate with team members in meeting specific needs in programs and systems analysis;
- Support communications, outreach, fundraising and government by producing reports that present data on Brain Canada and its programs in an engaging manner;
- Liaise with suppliers and consultants to ensure optimal service to Brain Canada;
- Maintain familiarity with the programs and systems analysis dimension of colleagues' roles to be able to replace them temporarily for this part of their work;
- Other duties as assigned.

## **Qualifications**

- At least three-years successful experience as a programs or systems analyst, ideally both, and ideally in the research, university or healthcare sector;
- A generalist, comfortable with the range of analytical roles with both programs and systems;
- Superior analytical skills, with a demonstrated ability to summarize, interpret and synthesize complex information;
- Superior technical skills, with strong data management background and ability to customize generic systems to meet specific needs;
- Ability and interest in programming (e.g. JavaScript, HTML, XML, CSS)
- Highly proficient with Microsoft Office 365 for Business, including SharePoint;
- Highly proficient with developing and using databases, ideally with experience in grant management or other program management tools;
- Excellent project management skills
- Relevant Bachelor's degree (with ideally a Master's degree), or a combination of education and experience
- Bilingual, with excellent written communications skills in English and ideally French;
- Extremely well organized, diligent and detail oriented;
- Positive attitude, decisive, resourceful and highly motivated with entrepreneurial spirit;
- Excellent interpersonal skills
- Able to work well in small, dynamic and highly-motivated team;
- Good judgment;
- Ability to operate with a high degree of autonomy without clerical support;

- Ability to manage multiple projects and requests, and to work under pressure and meet tight deadlines;
- Available to work outside normal office hours and to travel on occasion.

Priority will be given to candidates who have the ability to work in both official languages.

Brain Canada is an equal opportunity employer that offers a dynamic work environment and attractive compensation and benefits. To apply for an open position, please send your cover letter and resume to [careers@braincanada.ca](mailto:careers@braincanada.ca). We thank you for your interest in joining our team. That being said, only those selected for an interview will be contacted.

Candidates are encouraged to apply promptly as they will be considered on a rolling basis until the position is filled.