

October 26, 2016

Director of Science and Programs

The Organization

Brain Canada is a dynamic charitable foundation that funds transformative brain research across Canada. It administers the \$240,000,000 Canada Brain Research Fund, an innovative private – public partnership supported by Health Canada and scores 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 www.braincanada.ca.

Position Summary

The Director of Science and Programs provides leadership for Brain Canada's science and research programs and activities. Supervising program and science staff, the Director of Science and Programs leads the design, implementation and delivery of all research funding programs, including all aspects of the competitions, grant and award management and monitoring of the funded research. He/she assists with managing relationships at the scientific level with key stakeholders including the Government of Canada, partners and research funders, universities, and the Canadian and international neuroscience research community. Located at Brain Canada's head office in Montreal, he/she reports to the Chief Operating Officer, works closely with and provides support to the President and CEO, and is a key member of Brain Canada's leadership team.

Responsibilities

- Leads the design, implementation and delivery of all research and training programs to advance Brain Canada's mission of supporting excellent Canadian brain research;
- Supervises a team of professional program and science staff;
- In close collaboration with the President and CEO, works with potential donors and partners to identify and define common objectives for partnerships and to develop and negotiate research funding programs of mutual interest;
- Develops and writes Requests for Applications that describe Brain Canada's research initiatives;
- Identifies and assists with recruiting reviewers for funding applications, and Selection Committee members, and advises on the assignment of applications to specific reviewers and committee members;

- Ensures effective coordination and information-sharing between the programs team and other staff, including finance and legal.
- Works with communications and program staff and consultants to develop the strategy
 to communicate details of Brain Canada's current and planned research initiatives to
 trainees, the research community, research institutions, and funding partners, and
 advises on the responses to questions from potential applicants related to scientific issues
 relevant to competitions in progress;
- Supports the work of the Science Advisory Council (SAC); serves as the staff liaison to the Chair and works with the Chair to organize the agenda for the meetings of the SAC and additional consultations with the science/research community;
- Organizes and facilitates in person or virtual meetings of researchers, partners, and other stakeholders to discuss and plan research initiatives, or to report on progress in ongoing initiatives;
- Oversees the reporting framework for recipients of Brain Canada funding for regular monitoring of progress, and recommends remedies to the President and CEO when instances of unsatisfactory progress are detected;
- Oversees program data collection and reporting to government, partners and donors;
- Develops and updates Brain Canada policies that relate to conflict of interest, research integrity, ethical conduct of research, publication, data access and sharing, intellectual property, and other aspects of the research process;
- Develops a network of key people in the brain research community and serves as a source of on-going intelligence gathering, through participation in conferences and events in the brain and research field;
- As requested by the President and CEO, represents Brain Canada at scientific meetings and meetings with potential partners, other stakeholders and the public, and responds to media requests for scientific information about contemporary brain science, and Brain Canada's role in advancing it;
- Maintains familiarity with the work of program team members in order to replace any of them temporarily if needed;
- Other duties as assigned.

Qualifications and Attributes

- Experience working in a research funding organization or in an administrative capacity in a research performing organization;
- Research experience in the neurosciences, mental health or a related biomedical, social or behavioural area, with a relevant PhD;
- Experience managing and motivating a small, professional team to ensure that the
 deliverables as agreed with the Chief Operating Officer and the President and CEO are
 met and deadlines adhered to;
- Ability to communicate effectively complicated science and research issues to various audiences, including researchers, laypersons and media, in settings ranging from one-onone interviews to presentations before several hundred people;

- Superior English written communications skills required for the creation of clear and comprehensive research policies, requests for applications, responses to scientific enquiries and exchanges with key external audiences;
- Good broad knowledge of the methods, approaches and limitations of contemporary research in the neurosciences and mental health;
- Understanding of the environment for brain research in Canada and how Brain Canada contributes to it;
- Knowledge of the current major international research initiatives in the neurosciences;
- Understanding of the regulatory and ethical requirements for brain research;
- An appreciation for and understanding of the roles that biomedical, clinical, translational, health services, and population health research together play in moving research discovery to products, practices, and policies that improve the lives of Canadians;
- Flexibility and resilience to respond to tight deadlines, competing priorities and sometimes critical audiences;
- Track record demonstrating an ability to think strategically, and an entrepreneurial spirit;
- Available to work outside normal office hours on occasion, and to travel nationally and internationally.

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. 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.