

Director, Projects and Public Policy

Full-time (1.0 FTE), 14-month contract

Remote – located within Canada (must reside in Canada)

Salary range: \$95,000 - \$110,000, commensurate with experience (benefits not included)

The CCSMH's mandate is to promote the mental health of older adults by connecting people, ideas and resources. We are a multi-sectoral and interdisciplinary coalition with members representing clinicians, administrators, researchers, older adults and their loved ones. Mental illness is not a normal consequence of aging. All older adults have the right and deserve to receive services and care that promote their mental health and respond to their needs. The CCSMH is committed to a person-centred, rights-based approach.

We are seeking a dynamic leader to join the organization at a time of growth and transition. Reporting to the Executive Director, the primary role of the *Director, Projects and Public Policy* is to lead in the implementation and successful completion of all deliverables of our *Moving Evidence to Action Project*. This project spans a number of priority topic areas including anxiety disorders, depression, behavioural symptoms of dementia and substance use disorders as they relate to older adults. The *Director, Projects and Public Policy* will also play a key role in supporting organizational review and analysis of public policy issues as they arise and in the development of organizational positioning as required.

Responsibilities (include but are not limited to)

Project Oversight

- Overall management of CCSMH projects including liaising with and reporting to project funders; coordinating and leading relationships with project partners; supervising members of project teams; and overseeing project implementation, financial and administrative oversight, reporting, and monitoring and evaluation.
- Provides oversight of program implementation including all activities, outputs, and outcomes related to project management and administration, including reporting, budget development and monitoring, execution of project plans, and project performance.
- Oversees program staff, assigning clear roles and responsibilities, providing effective supervision, and managing performance.
- Provides strategic leadership and technical, operational, financial, and managerial leadership for successful implementation of project activities.
- Oversees content for project-specific communications, as required.
- Provides guidance and support to academics, clinicians and contractors involved with CCSMH projects.

Organizational Leadership

- Models and supports an organizational culture which emphasizes CCSMH's values, promotes ethical practices and encourages individual integrity and social responsibility.
- Liaises with and fosters cross-collaboration (when appropriate) with various CCSMH team members including communications, fund development and other project team members.
- Supports the organizational leadership in responding to relevant public policy with organizational responses that are timely, and are aligned with CCSMH mission, vision and values.
- Supports organizational review and analysis of public policy issues as they arise and in the development of organizational positioning as required.
- Monitors and analyzes public policy and social trends related to mental health and aging including initiating a process for review and response.
- Briefs Executive Director on issues related to research and government policies related to mental health and older adults, affecting the CCSMH and its members.
- Supports organizational leadership in strategic planning as well as in brainstorming proposal concepts for granting opportunities.
- Provides subject matter expertise and guidance to Manager, Fund Development to prepare external communications and/or grant and funding proposals.

Skills/Qualifications (include but are not limited to)

The Director, Projects & Policy will be committed to CCSMH's mission and will demonstrate the requisite qualifications, including:

- A minimum of five years' experience in project management, team leadership and policy analysis.
- Excellent project management skills with ability to adapt and co-design responsive solutions in a changing context.
- Excellent leadership skills and ability to foster and lead an energetic and passionate team.
- Thorough understanding of Canada's health system structure as well as of federal, provincial/territorial, regional and local levels of responsibility and influence on health system reform.
- Excellent time management with ability to multi-task, produce and coordinate competing deliverables with tight timelines.
- Strong interpersonal skills including problem solving, consensus-building, and ongoing engagement in order to build strong and productive relationships within the CCSMH as well as with diverse external stakeholder groups.
- Strong verbal and written communication skills.
- Experience in the fields of gerontology, mental health, research, and/or healthcare or health services research would be an asset.
- Master's or more advanced degree in a relevant discipline is an asset.
- French language skills an asset.

APPLICATION PROCESS:

Deadline for submitting applications is December 5, 2022 but screening and interviews may begin by November 22, 2022.

1. Save your cover letter and resume as one document (PDF) and name it "last name_first name_Director"
2. Submit the document to: CCSMHjobs@secretariatcentral.com and put "last name_first name_Director" in the Subject line.

NOTE: If you would like the French version of this posting, please contact info@ccsmh.ca with <French – Director> in the subject line.