

**Director, Medical Research Development Office  
Faculty of Medicine**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

Dalhousie Medical School attracts some of Canada's top students, physicians, and health researchers. With campuses in Halifax, Nova Scotia and Saint John, New Brunswick, and over 100 teaching sites across the Maritimes, we provide aspiring doctors and health researchers with the highest caliber education. Reporting jointly to the Faculty of Medicine's Associate Dean (Research) and to the Chief Operating Officer (COO), the Director will provide strategic counsel and administrative leadership in support of the achievement of the Faculty of Medicine's research objectives as outlined in the Faculty's strategic plan. The incumbent will take a lead role in identifying strategic issues and activities, acting as a resource, manager and consultant on research-related matters and coordinating efforts to maximize the Faculty's research impact.

**Key Responsibilities:**

- Oversee the operationalization of the Faculty's strategic research plan, building research capacity across all units in the Faculty.
- Develop and oversee the identification, initiation, management, prioritization and completion of special projects in alignment with the strategic plan and research needs.
- Advise and consult with Associate Dean (Research) and other senior leaders in the Faculty of Medicine on research-related issues and activities.
- Maintain research accounts and budgets, including budget preparation, management and authorization of expenditures.
- Manage Research Office staff, including recruitment, performance and developmental coaching.
- Build and maintain relationships internally and externally on matters relating to research initiatives and other issues of interest.

**Qualifications:** Master's degree (or equivalent combination of training and experience) and leadership experience are required. This is a senior position requiring considerable related experience, preferably in an academic or health care research environment. Knowledge of the Canadian granting system as it pertains to medical research is required. The incumbent must be able to manage budgets and staff. Experience in managing projects and communications is highly preferred.

The successful candidate is expected to demonstrate proficiency in Dalhousie's core and leadership competencies <https://www.dal.ca/dept/leaders.html>, in particular:

- Communication
- Thinking and Acting Strategically
- Resource and Process Management
- Accountability for Performance and Results
- Relationship Building
- Respect and Inclusion

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*Applications from university employees and external candidates are given concurrent consideration. Among short-listed candidates, university employees will be given special consideration. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/respect](http://www.dal.ca/respect)*

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

**Apply online by 10 p.m. on April 27, 2018 to competition DPMG-18043.**

**Salary Range:** \$65,463 - \$88,567 per annum (ADM-07) This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Dalhousie Professional & Managerial Group (DPMG).

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