



## **Job Offer: *Implementation Research Manager***

### **About the Laboratory:**

Dr. Belleville's laboratory conducts several research projects in the field of cognitive aging, from early diagnosis of neurodegenerative diseases to the prevention of cognitive decline risk. Over the past five years, the CAN-THUMBS UP (CTU) program of the Canadian Consortium on Neurodegeneration in Aging, under Dr. Belleville's direction, developed an online educational program, Brain Health Pro (BHPro) / Santé Cerveau PRO (BHPro), based on science and designed to inform older adults about neurocognitive disorders and how to prevent them by reducing modifiable risk factors.

We are looking for committed and dynamic collaborators to contribute to phase 3 of the project, which will be carried out in collaboration with a team of experienced researchers across Canada. This phase involves preparing and evaluating the implementation of the Brain Health Pro / Santé Cerveau PRO (BHPro) program in various environments, including public health agencies, community organizations, and clinical environments across several Canadian provinces, including Quebec. This project will combine co-development, participatory action research, and a hybrid implementation design based on a mixed-methods approach, both quantitative and qualitative. It will result in a set of contextualized recommendations to guide future implementation and scaling strategies for the program. Our overarching goal is to make the program nationally accessible.

**Job Type:** Two full-time positions and one half-time position (part time positions can be combined)

**Start:** As soon as possible

**Duration:** 12-month contract with the possibility of renewal

### **Position of Implementation Research Manager:**

As an implementation project manager, you will be at the core of the BHPro program's implementation strategy and the optimal management of the project. Your role will be crucial to ensure the successful execution of the project, by regularly monitoring potential partners to ensure the implementation of the BHPro project in the best conditions. You will provide strategic direction to keep the project on track and maximize its effectiveness. You will be part of an experienced research team composed of researchers from several Canadian universities in Quebec and Canada. This project will involve close collaboration with various partners such as



public health agencies, community organizations, and medical clinics. The selected candidate will work under the direction of Dr. Sylvie Belleville, the principal investigator of the project.

## ***Tasks Related to Implementation Management:***

- **Needs Assessment and Identification of Determinants:**
  - ✓ Identify and implement implementation models in interaction with settings.
  - ✓ Interact with partners to identify their needs and context.
  - ✓ Contribute to evaluate implementation determinants (barriers and facilitators).
  - ✓ Conduct interviews and focus groups.
  
- **Development of Materials and Tools:**
  - ✓ Create interview and focus group guides.
  - ✓ Identify and implement implementation measures.
  - ✓ Design implementation tools and identify the most relevant strategies based on identified determinants.
  
- **Coordination of Activities and Meetings:**
  - ✓ Organize meetings with partners, prepare necessary content, and coordinate collaborative research activities.
  - ✓ Ensure follow-up on implementation.
  - ✓ Lead focus groups and semi-structured interviews to collect detailed information.
  
- **Analysis of Qualitative Results and Scientific Communication:**
  - ✓ Collect implementation results.
  - ✓ Analyze qualitative data collected.
  - ✓ Participate in writing scientific papers and preparing presentations for conferences, whether oral or poster.

### **Your Profile:**

Master's or PhD in implementation research or knowledge translation.

- Strong experience and skills in qualitative research.
- Experience in implementation science.
- Good understanding of implementation processes.
- Knowledge in partnership and participatory research.
- Experience in aging, prevention, or health sciences is an asset.
- Collaborative mindset and ability to work effectively with multiple partners.

- Excellent communication skills: ability to engage with diverse stakeholders, including executives.
- Strong analytical skills and problem-solving ability with adaptable solutions.
- Fluent in French and English, with strong oral and written communication skills.
- Ability to demonstrate resilience, autonomy, flexibility, curiosity, and resourcefulness.

## ***Tasks Related to Administrative Project Coordination:***

- **Project Management:**

- ✓ Ensure operational management and financial tracking of research projects.
- ✓ Guarantee proper planning and execution of the schedule and deliverables to meet objectives, budgets, and deadlines.
- ✓ Prepare and oversee approvals from the ethics committee and ensure annual project follow-up.
- ✓ Ensure the quality of data collected and oversee quantitative data management.
- ✓ Conduct literature reviews and contribute to the development of the project's implementation phase.

- **Strategic Coordination:**

- ✓ Mobilize and guide project teams to achieve optimal collective performance.
- ✓ Organize and facilitate meetings with research groups and partners, ensuring smooth progress of each meeting.
- ✓ Provide guidance and support to project leaders, mentoring them and facilitating inter-team interactions.
- ✓ Ensure collaboration agreements with partners.
- ✓ Coordinate and manage relationships with funding agencies.

- **Communication:**

- ✓ Provide regular updates to partners and researchers, ensuring clear communication throughout the project.
- ✓ Maintain regular communication with the CTU team during the implementation phase, as well as regarding the Brain Health Pro program.
- ✓ Contribute to writing scientific reports, and research papers, and preparing presentations for conferences, both oral and poster.

## **Your Profile:**

Bachelor's degree in a field related to health or education, with a degree in project management or administration.

- Minimum of 3 years in project management.
- Research experience.
- Good knowledge of partnerships.

- Skills in budget management and financial monitoring.
- Ability to manage multiple priorities and deadlines while maintaining an overall perspective.
- Collaborative mindset and ability to work effectively with multiple partners.
- Excellent communication skills: ability to engage with diverse stakeholders, including executives.
- Strong analytical skills and problem-solving ability with adaptable solutions.
- Fluent in both French and English, with strong oral and written communication skills.
- Ability to demonstrate resilience, autonomy, flexibility, curiosity, and resourcefulness.

## ***Submit your application!***

*Are you ready to take on new challenges, boost your career, and contribute to innovative and exciting projects?*

*Join our team! Send us your CV along with your cover letter to the following email addresses:*

*Samira Mellah ([samira.mellah.ccsmtl@ssss.gouv.qc.ca](mailto:samira.mellah.ccsmtl@ssss.gouv.qc.ca))*

*Sylvie Belleville ([sylvie.belleville@umontreal.ca](mailto:sylvie.belleville@umontreal.ca))*

*We will review applications as they are received and contact selected candidates for an interview. We sincerely thank all applicants for their interest and applications.*

## ***What we offer:***

- ❖ A diversity charter promoting an inclusive and respectful work environment.
- ❖ The possibility to work in a hybrid model, combining on-site presence and remote work, based on the needs and evolution of the project.
- ❖ Salary and benefits according to CRIUGM guidelines for non-union CCSMTL employees.
- ❖ Pension plan (RREGOP) from the first day of employment.
- ❖ Group insurance.