



**Position Title:** Knowledge Exchange Officer

**Reports To:** Director of Knowledge Exchange Centre (Primary)  
Director of Policy and Research Development (Secondary)

**Status:** Full-Time

**Location:** Calgary

**Salary:** To Be Determined

*The Mental Health Commission of Canada is a non-profit organization created to focus national attention on mental health issues and work to improve the health and social outcomes of people living with mental problems.*

*The Commission, while funded by the Government of Canada, is a national body, not a federal one. It has been endorsed by all levels of government, although the Commission operates at arm's length from them.*

### **Position Overview**

The MHCC is seeking a highly motivated individual to help implement the organization's knowledge exchange strategy. More specifically, this person will be assigned to work with both the Knowledge Exchange Centre (KEC) and Policy and Research Development teams located in Calgary and report to the Director of the Knowledge Exchange Centre as well as to the Director of Policy and Research. Your role will be to help facilitate the knowledge exchange/mobilization needs arising from MHCC projects and initiatives, connecting them to the appropriate KEC staff, tools and resources. In collaboration with the Policy and Research Development team, and potentially with other relevant MHCC teams, you will initiate, develop and implement knowledge translation and exchange strategies to make MHCC work available and accessible not only to the MHCC family, but to all broad stakeholders across Canada. You will help build relationships and collaborative networks with stakeholder groups to enhance and support their use of research, evidence, and work done by the Commission and other work produced across the country. Your work will help to leverage the greatest potential from MHCC projects and initiatives as well as establish and support channels for their connections, interactions, and collaboration.

### **Duties and Responsibilities**

- Working in conjunction with Policy and Research Development staff, actively initiate and develop connections with various stakeholders involved in MHCC projects and initiatives to stay informed of key developments, gaps, and opportunities for knowledge exchange;
- Develop and maintain a catalog/database of products/assets from MHCC funded projects and initiatives with relevance to knowledge exchange;
- Identify needs and prioritize KE activities;
- Identify emerging opportunities that KEC staff, tools and resources could help to



address;

- Help stakeholders navigate to and through KEC tools and resources and connect with KEC staff to acquire more formal and tailored knowledge exchange advice and recommendations;
- Sustain and maintain the exchange of information between stakeholders involved in MHCC funded projects and initiatives and the KEC;
- Based on user feedback, contribute to recommendations for improvement for KEC structures, processes, skills and resources;
- Coordinate the planning and implementation of an MHCC knowledge exchange synergy group and knowledge networks of those with common interests in knowledge exchange
- Monitor and evaluate KE practices to identify successes/needed changes
- Performs other duties as assigned by the Director of Policy and Research Development and Director of Knowledge Exchange Centre.

### **Skills and Attributes**

- Highly motivated strategic thinker who is skilled at anticipating and resolving stakeholder relations issues;
- Superior written, editorial and verbal communications skills, including public speaking and presentation skills;
- Experience working with a variety of stakeholders to develop relationships and achieve shared goals;
- Experience in meeting and conference planning;
- Experience with various software (word processing, spreadsheets, databases);
- Strong organizational, interpersonal and written and oral communication skills;
- Ability to work flexibly and take on a variety of tasks as a member of a small team;
- Ability to set priorities and manage a heavy workload;
- Ability to take initiative, work independently and accountably in a positive manner;
- Adaptability, flexibility, diplomacy and tact;
- Excellent planning and time management skills, with ability to multi-task, produce and
- Coordinate projects with tight deadlines;
- Highly motivated by team work.

### **Experience and Education**

- Graduate University degree in the health\social sciences; will also consider appropriate combination of education and commensurate experience
- Minimum [3] years demonstrated experience in knowledge exchange or closely related functions;
- Excellent technical skills (Microsoft Office products, desktop design, publication/production/presentation software and new technologies) are essential.
- Bilingual in French and English is desired;
- Knowledge and demonstrated experience of mental health sector issues/challenges is an asset;



Please forward your cover letter and resume in a single Adobe PDF format by August 10, 2010 and include "Knowledge Exchange Officer" in the subject line to:

[resumes@mentalhealthcommission.ca](mailto:resumes@mentalhealthcommission.ca)

*The Mental Health Commission of Canada would like to thank all applicants for submitting their resume. However, only applicants selected to be interviewed will be contacted.*