



Executive Director, N2 (Network of Networks)

Position: Executive Director of the Network of Networks (N2)

Reports to: N2 Board of Directors Chair

Location: Canada

Status: FT (Negotiable)

Salary: This is a Senior Executive position, salary will be commensurate with experience

Posting Date: September 18, 2021

Closing Date: October 12, 2021

The [Network of Networks \(N2\)](#) is a not-for-profit organization incorporated in 2007 an alliance of Canadian research networks and organizations working to enhance national clinical research capability and capacity. N2 provides a common platform for sharing best practices, resources, and research-related content to its membership to ensure efficient and high-quality research, integrity of clinical practices and accountability.

Overview of Role:

The Executive Director is responsible for the successful leadership and management of the organization aligned with the strategic direction set by the Board of Directors. Reporting to the N2 Board, the Executive Director is responsible for all aspects of N2 operations to establish and execute the strategic priorities and the implementation of its Strategic Plan.

The Executive Director is responsible for:

- Managing the day-to-day operations of the organization
- Serving as a professional advisor to the Board
- Providing progressive visionary leadership to the organization in line with the needs of the clinical research community in Canada
- Actively engaging with senior members of stakeholder organizations and groups and industry leaders to represent N2 as the national voice for clinical research.
- Managing all human resources aspects including recruitment, supervision, and performance management
- Supporting the Board in developing and conducting advocacy programs and provide leadership in implementation
- Building robust client/member services environment/ deliverables



Accountabilities:

A. Leadership, Accountability and Reporting

- Participate with the Board of Directors in strategic planning to guide the organization
- Recommend operational plans to achieve strategic direction to the Board
- Monitor the overall operations of the organization to identify, assess and manage internal and external issues that impact the organization's strategic direction.
- Establish a regular schedule for reporting operational achievements, activities, and issues
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities
- Establish and foster professional relationships with members and key clinical trials/ stakeholders including the recruitment of new members.
- Act as a spokesperson for the organization, in collaboration with the Chair of the Board
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate

B. Operational planning and management

- Develop operational plans in collaboration with committee chairs that incorporate the organization's goals and objectives and that are in alignment with the organization's strategic direction.
- Establish metrics for measuring and reporting organizational performance to stakeholders.
- Ensure the efficient and effective day-to-day operation of the organization through operational review
- Provide direction to N2 committees chairs to align the work of N2 committees with strategic direction and operations team activities
- Establish priorities and manage resources for the Education committee, or other relevant committees, to provide educational offerings to the membership
- Communicate with key [CITI/BRANY](#) leadership to achieve N2 objectives for development and dissemination of educational offerings.

C. Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's strategic direction and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality



D. Human resources planning and management

- Determine staffing requirements and resources needed to successfully execute the N2 vision, mission, and strategic plan.
- Develop and direct the implementation of human resources policies, procedures and practices including the development of job descriptions for all staff
- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Implement a performance management process for all staff which includes setting individual objectives and monitoring the performance on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance

E. Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive annual budget.
- Direct and support committee chairs or staff to develop project budgets as required.
- Make financial recommendations to the Board to ensure adequate funding for the operation of the organization.
- Approve expenditures within the authority delegated by the Board.
- Ensure that sound and transparent book-keeping and accounting procedures are followed, including working, and communicating with [First Stage Enterprises](#).

F. Stakeholder Management/Advocacy

- Represent N2 and its strategic priorities with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish key working relationships and collaborative arrangements with stakeholder groups including funders, elected officials or political advocates, and other organizations to promote the goals of the organization
- Lead and coordinate N2 meetings (annual, stakeholder, webinars etc.)
- Lead and coordinate engagement with N2 membership to understand and represent their needs
- Understand and follow developments in key clinical research initiatives occurring in Canada and internationally
- Lead, or assist the Board, to respond and represent N2 members in consultation requests from national or international agencies or organizations



Qualifications:

- University graduate degree, and Masters level in health or business-related field.
- Minimum 5-years progressive experience in a leadership role in healthcare /not-for-profit environment
- Demonstrated strategic leadership and management skills
- Strong internal and external stakeholder relationship management skills
- Excellent knowledge of the Canadian clinical research/trials landscape /environment
- Demonstrated ability to oversee and execute complex programs, with a track record of achieving deliverables
- Ability to analyze emerging industry issues and develop strategic responses
- Excellent knowledge and demonstrated experience of health sector issues/challenges in clinical trials
- Strong mentoring, coaching, and knowledge-sharing skills, ability to interact and work effectively with staff in a remote setting
- Past success working with a Board of Directors with the ability to cultivate existing Board member relationships
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal, influencing, and multidisciplinary project management skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Demonstrated ability to develop comprehensive business plans and budgets
- French an asset

Application procedure:

- To apply for this position send your cover letter and CV **no later than Tuesday October 12, 2021** to: N2@n2canada.ca