



LIFESAVING SOCIETY

The Lifeguarding Experts

Senior Research Officer

Are you ready to lead the research department into the future?

The Lifesaving Society Ontario seeks a Senior Research Officer to lead the Lifesaving Society's research department which includes managing the subsidiary activities of the Drowning Research Center Canada. The Lifesaving Society is a full-service provider of programs, products and services designed to prevent drowning. The Lifesaving Society offers a competitive salary and benefits package.

Job Type:	Permanent, Full-time
Headquarters:	400 Consumers Road (Hwy 401 & Victoria Park Ave.), Toronto, ON
Hours:	35 hours per week
Reporting to:	Chief Executive Officer
Salary & benefits:	Starting salary of \$113,028 annually and gradually moves up to \$127,214 annually based on performance and budget approvals. The position also offers a comprehensive benefit package that includes: <ul style="list-style-type: none">• Standard Government Benefits• Retirement Planning• Medical and Dental Healthcare• Financial and Wellness Planning• Life Work Balance with Vacation and Leave of Work plans

To apply: Send resume and cover letter in confidence to applyforajob@lifeguarding.com

Application deadline: **Wednesday February 1, 2023**

JOB DESCRIPTION

RESPONSIBILITIES:

1. Actively participate as a member of the senior management team in conjunction with the CEO in creating organizational objectives and solutions.
 - Lead a dedicated team in research and public education in person and remotely.
 - Ability to manage and delegate responsibility to various levels of staff.
 - Evaluate situations and make critical decisions.
 - Oversee department and project budgets and spending.
 - Seek out and negotiate new revenue streams.
 - Ongoing assessment of the organization and strategic thinking to prepare for future objectives.
2. Create behavioral change campaigns to reduce the number of drowning deaths.
 - Review and analyze drowning data from research and identify targets for behavioral change messaging/programs.
 - Develop strategies to reduce the drowning rate in identified communities.

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- Negotiate with potential sponsors for campaign funding.
 - Create and implement campaigns to reach the identified communities.
 - Promote campaigns via various media and through the Society's affiliate network.
 - Develop and manage the media messaging and strategies in conjunction with communications department.
 - Liaise and represent Ontario with other Provincial-Territorial Branch public education staff.
 - Actively participate as a member of the National Public Education Commission, the ILS Drowning Prevention Commission and the Canadian Drowning Prevention Coalition, Canadian Safe Boating Council.
3. Oversee the Swim to Survive and Swim to Survive + Grant program.
 - Confirm the total funding available for granting to Boards of Education annually.
 - Manage the Grant approval committee process for approval of funds to applicants.
 - Review and approve the grant reconciliations annually.
 - Manage the relationship with the Ministry of Education.
 4. Develop and maintain positive relationships with other agencies whose mandate complements the Society's drowning research initiatives.
 - Oversee the collection and reporting on fatal and non-fatal drowning data.
 - Develop and implement strategies to ensure the accuracy of drowning research data.
 - Approve sources for collection of fatal and non-fatal data.
 - Review research findings and reports.
 - Negotiate and approve fee schedules for annual drowning reports for Society Branches and other ad-hoc or custom report requests.
 - Review and approve reports prior to distribution.
 5. Manage the operation of the public education activity centre and drowning research.
 - Mentor, supervise and evaluate the research department staff and contractors, specifically: Research managers, Swim to Survive Manager and Drowning Research Associate.
 - Foster an environment of cooperation and motivation to provide high quality services to members.
 - Establish and maintain relevant controls and feedback systems to monitor the operation of public education and research activities.
 - Develop, monitor and maintain procedures to ensure policies are followed.
 - Ensure complete and accurate corporate records for public education and research activities are kept, and that required reporting to the BOD is completed.
 6. Manage the development, planning, objective setting and finances of Public Education and Drowning Research activities including:
 - Actively participate with the Vice President Public Education (Board Member) in the creation of the strategic plans.
 - Maintain the Public Education and Research operational plans and establish development priorities.
 - Achieve objectives determined through work plans approved by the Board of Directors.
 7. Participate as an ex-officio, non-voting member of the Public Education Council
 - Recruit, recommend and orient potential Council members.
 - Review, monitor and provide guidance on Chair objectives.
 - Encourage progress towards achieving objectives in conjunction with the Vice President.

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- In conjunction with the VP, evaluate contribution of chairs and provide recommendations and rationale for recognition awards.
 - Ensure Council meetings are held according to Lifesaving Society policies and that proper records are kept.
 - Coordinate the administrative and clerical support for Public Education Chair portfolios: Community Outreach, Municipal, Social Media, Multicultural Outreach, Indigenous Outreach, Swim to Survive, Schools.
8. In conjunction with the VP Public Education prepare reports for Board of Directors meetings on the status of:
- Branch priorities assigned to Public Education and Drowning Research.
 - Regulatory compliance requirements.
 - Operational Plan objectives.
9. Authorize purchases, approve expenditures and authorize payments related to public education and research consistent with policy and budget:
- Expenses for public education staff, volunteers and projects.
 - Expenses for research staff, volunteers and projects.
 - Swim to Survive and Swim to Survive Grant funds.
10. Work in a team environment consistent with the Lifesaving Society culture of providing excellent products and services to customers.
11. Stay current with legislation affecting the Organization related to Research Department.
12. Provide courteous and prompt customer service to all members and public.
13. Actively participate in maintaining a safe working environment.
- Use common sense and think “safety in the execution of job responsibilities.
 - Maintain a hazard-free personal workspace.
 - Wear protective clothing and equipment where applicable.
 - Report safety concerns and workplace injuries to the Health and Safety Committee immediately.
14. Other duties as assigned.

QUALIFICATIONS: Possession of the following knowledge, skills and experience will enable the selected applicant to perform the major job functions successfully. All requirements below are essential unless otherwise indicated as an ‘asset’.

- Bachelor Degree in related field such as (but not limited to) Business Communication or Public Health is an asset.
- 5-year experience in the field of Research is an asset.
- Experience in Strategic planning is an asset.
- Excellent Relationship Building and management skills.
- Experience working or leadership role in Not for Profit is an asset.
 - Experience chairing meetings.
 - Working experience with and getting work done through volunteers.
- Strong critical thinking skills, strategic ability, and data-driven mindset.
 - Strong analytical skills and a meticulous attention to detail.
 - Demonstrated ability to work effectively with all levels of the organization, as well as with external stakeholders.
 - Proven project and time management skills with an ability to proactively plan, prioritize and meet urgent and competing deadlines for multiple projects.

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- Ability to manage multiple, diverse projects concurrently.
- MS Office skills, specifically Word, PowerPoint and Excel.
- Experience working with the Lifesaving Society.
- In depth knowledge of the Society's programs, research, members, and the culture in which they work.
- Experience as a spokesperson, comfortable and skilled in media interviews with strong public speaking and presentation skills is considered an asset.

The Lifesaving Society is an equal opportunity employer. We embrace diversity and inclusion in our workplace. We welcome and encourage applications from all qualified candidates. If selected for an interview, please inform us of any accommodation you may require during the process.

As per the Lifesaving Society Ontario Vaccine policy all staff are required to have two doses of a Health Canada approved COVID-19 vaccine.

The successful candidate must provide proof of full vaccination along with a signed Consent to Disclosure of Vaccination Records Form.

Further information on this position is available from Sheri Stewart, Senior Operations Officer (416) 490-8844 ext:282 or sheris@lifeguarding.com

We thank all applicants for their interest in this role; however, only those selected for further consideration will be contacted.

About the Lifesaving Society

The Lifesaving Society is a national volunteer organization and registered charity working to prevent drowning and water-related injury. We are composed of tens of thousands of individual members, and over 4,000 affiliated swimming pools, waterfronts, schools and clubs. We save lives and prevent water-related injury through our training programs, Water Smart[®] public education, drowning prevention research, aquatic safety management and lifesaving sport. The Society has been educating Canadians since the first Lifesaving Society Bronze Medallion was earned in 1896. Each year, more than 1.2 million Canadians participate in the Society's swimming, lifesaving, lifeguard, first aid and leadership training programs. For more information, please visit www.lifesavingsociety.com or follow us on social media.

