

## Job Description: NBS Knowledge Director

Deadline: February 29, 2012

### Position

Knowledge Director, Network for Business Sustainability, Richard Ivey School of Business, University of Western Ontario, London, Canada

### Background

The Network for Business Sustainability (NBS) is a Canadian non-profit organization established in 2005. We produce authoritative resources on important sustainability issues with the goal of shaping management practice and research. We connect thousands of researchers and professionals worldwide who are interested in sustainability and who believe in the value of research-based practice and practice-based research.

The head office of NBS is based at the Richard Ivey School of Business, The University of Western Ontario. NBS is funded by the Social Sciences and Humanities Research Council of Canada, the organizations on its Leadership Council, the University of Québec à Montréal, and Ivey/Western.

NBS develops a range of knowledge products based on the most rigorous research in the world, including: systematic reviews, executive reports, research insights, primers, decision-making guides and more (see [www.nbs.net/knowledge](http://www.nbs.net/knowledge)). This knowledge forms the foundation for our organizational activities.

### Primary Objectives of the Position

The NBS seeks a competent project manager and research technician to develop and oversee the development of NBS' knowledge, ensuring rigor and relevance. The candidate will work closely with the NBS team and selected business practitioners to ensure the knowledge products developed meet the needs of business. The candidate will also work closely with scholars from around the world who research business sustainability.

### Key Responsibilities

1. **Manage major research projects:** NBS commissions research teams from around the world to conduct systematic reviews of bodies of research (see details on the process [here](#)). The candidate will be responsible for managing these complex projects, guiding the work and stewarding all parties involved. NBS also occasionally undertakes custom research projects for corporate and government clients for which the candidate may be responsible.
2. **Manage and develop syntheses of academic research:** NBS develops 1-page summaries of top academic papers written for practitioners, called Research Insights. These are developed by graduate students and occasionally NBS staff. The candidate will be responsible for training, mentoring and overseeing the students and staff developing such syntheses of academic research, as well as developing some him/herself.
3. **Develop guides, tools:** NBS develops applied decision-making guides and tools to help sustainability managers implement rigorous knowledge. The candidate will be responsible for developing and managing the development of such applied guides and tools.
4. **Misc:** The candidate will be responsible for leading or supporting various other activities, from organizing knowledge-based events to speaking publicly about NBS knowledge.

### Relationships

- Reports to the NBS Managing Director.
- Works closely with the Managing Director, Business Sustainability Research Specialist, Strategic Partnerships Director, Communications Director and Communications Assistant.

## Qualifications

The ideal candidate possesses the following qualifications:

1. **Education**
  - a. An advanced degree (fully or partially completed doctoral degree or research-based Masters degree) in management or a related field.
2. **Experience**
  - a. Experience conducting academic research or managing academic research projects.
  - b. Experience interacting with practitioners, ideally on research-related projects or partnerships.
  - c. Work experience in industry an asset.
3. **Skills**
  - a. Strong academic research skills are paramount: understanding academics, academic research, the research process, etc.
  - b. Excellent writing skills; grant-writing skills and experience an asset.
  - c. Ability to communicate complex research to practitioners in an accessible way.
  - d. Project management and interpersonal skills to manage complex, multi-stakeholder research projects.
  - e. Strong understanding of business sustainability.
  - f. Excellent attention to detail.
  - g. French language skills are an asset.

## Start Date, Term and Compensation

- Start date negotiable (likely May 2012)
- One-year contract term, with possibility of multi-year renewal.
- Compensation to be negotiated. Will be commensurate with experience and university standards.

## How to Apply

To apply, please send a cover letter and CV to Pam Laughland ([plaughland@nbs.net](mailto:plaughland@nbs.net)). Applications are encouraged by the due date, but applications will be accepted until the position is filled.