



**Role:** Senior Project Lead (Full-time, Permanent)

**Reports to:** Senior Manager

**Posting date:** May 02, 2023

**Closing date:** Open until role is filled

### **About Spindle**

A minority woman-owned [certified diverse supplier](#), [Spindle](#) is a boutique strategy consulting firm focused on Canada's knowledge ecosystem. We work at the intersection of academia, government, the non-profit and private sectors to help channel research and innovation toward societal impact. Our clients are Canadian universities, research institutes, hospitals, start-ups, government agencies and non-profit organizations. Spindle's core service areas are:

- Strategic Planning
- Business Planning
- Impact Evaluation
- Educational Campaigns

Spindle offers an exciting and engaging workplace, with the opportunity to collaborate with Canada's top researchers, academic administrators, industry executives and public-sector leaders to shape the growth, impact and strategic positioning of the country's most prominent knowledge assets in ways that benefit all members of society. Our work has been focused primarily in the health, wellbeing and biological sciences sectors and we are expanding into other domains including other STEM disciplines, the social sciences and humanities.

Spindle is a whole-hearted, bold and rigorous work environment built on a commitment to compassion, courage and continuous learning. Our company was established and is continually evolving based on an intentional anti-oppressive framework that values transparency, authenticity, sincerity, meaningful collaboration and shared success among our community members and with our clients.

### **About the role**

Reporting to the Senior Manager, the Senior Project Lead will play a critical role in delivering outstanding services and high-quality deliverables to Spindle's clients whilst cementing Spindle's values and culture. The core responsibilities for this position are:



- Support and/or lead the design and execution of large-scale information gathering efforts, including: benchmarking, competitive scans and market research, environmental, jurisdictional and policy scans etc.
- Support primary research efforts and stakeholder engagement activities including the design of surveys, expert consultations, as well as workshops and focus groups with key informants
- Contribute to sense-making efforts including organizing, analyzing, deriving seminal insights from, and synthesizing large volumes of multi-modal qualitative and quantitative information
- Support the development of client deliverables including content creation for strategic plans, business cases, white papers, performance measurement tools, evaluation reports etc.
- Support and/or lead the development of project proposals for prospective clients in collaboration with the Spindle team
- Support and/or lead project management efforts pertaining to Spindle's engagements ensuring project milestones are met on time and on budget
- Collaborate with junior staff members, including interns and analysts to ensure their professional development and growth as well as their ability to contribute meaningfully to project goals

### **Required Qualifications**

- A Masters in a health policy, public health or science policy field, or in a health-adjacent discipline focused on “dry-bench” research
- 2+ years experience supporting large-scale qualitative and quantitative desk research efforts, studies and systematic investigations in a non-academic setting
- 2+ years experience with generation of reports for non-academic professional audiences, successfully communicating complex ideas in written, presentation and verbal formats, for example findings and recommendation reports, position papers and white papers, business cases and policy briefs
- 2+ years experience supporting or leading large-scale and complex projects, involving multiple stakeholders from different sectors



## About you

- You have an ability to, and are driven by communicating complex ideas in written, presentation and verbal formats
- You are a creative and high level strategic thinker, with an understanding of how to implement and execute
- You have great attention to detail, care deeply about the quality of your work and have an eye for continuous improvement with the ability and drive to iteratively review and enhance products
- You are curious by nature and passionate about learning and can pick up the core principles of a new topic you are not familiar with quickly and with enthusiasm
- You are authentic with a genuine, comfortable and confident disposition
- You are a compassionate and caring individual and are driven by human relationships and meaningful connection
- You have an outgoing, enthusiastic and positive outlook
- You have excellent judgment and self-awareness
- You demonstrate flexibility and fluidity in the face of ambiguity and uncertainty

## Place of Work

We are a hybrid work environment. Our team works from Spindle's central office, located in downtown Toronto (typically 2-3 days of the week, with COVID-19 safety protocols in place including proof of vaccination) as well as from home.

## Compensation

- \$70,000-\$80,000 per year depending on level of experience
- Life, LTD and extended family health benefits
- 3 weeks of vacation in addition to an office closure over the holidays
- Bonus eligibility of up to 10% of salary at the end of each year of employment, pending performance of employee and the company

## Application Requirements

Please forward a Resume and Cover Letter to [info@spindlestrategy.com](mailto:info@spindlestrategy.com).

Spindle thanks all applicants in advance. Only those candidates selected for an interview will be contacted. Spindle is an equal



opportunity employer. We welcome and encourage individuals of all identities, especially members of groups that have been historically disadvantaged and marginalized to apply.

We are committed to inclusive, barrier-free recruitment and selection processes, and provide a work environment that complies with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process. If you require any accommodations, please reach out to [info@spindlestrategy.com](mailto:info@spindlestrategy.com).