



## Head of Research

**Job title:** Head of Research

**Location:** Ottawa, Canada (Remote work is possible)

**Reporting to:** Executive Director

**Salary range:** \$60,000-\$70,000 (Canadian)

**Contract duration:** One year – possibility of renewal (subject to funding)

**Closing date:** November 1, 2020

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### About us:

Established in 2009, the Ottawa Dialogue is a university-based organization that brings together research and action in the field of dialogue and mediation. Guided by the needs of the parties in conflict, the Ottawa Dialogue develops and carries out quiet and long-term, dialogue-driven initiatives around the world. We create forums where parties can explore difficult issues in an analytical, problem-solving way to develop new paths forward. We then work with our partners to transfer these ideas to places where they can make a difference. As a complement to its field work, the Ottawa Dialogue pursues a rich research agenda focused on conflict analysis, third party dialogue-based interventions, and best practices relating to “Track Two Diplomacy”. The interplay between our research and insights from the field help us refine our approach to facilitation and dialogue, challenge assumptions, and generate innovative ideas.

### The Opportunity:

The Head of Research will be a member of the Ottawa Dialogue’s Senior Management Team. He or she will be responsible for strengthening the Ottawa Dialogue’s research agenda and helping to refine the organization’s approach to facilitation and dialogue, challenging assumptions in the field, and generating innovative ideas. Reporting to the Executive Director, he or she will identify needs and areas for research, conduct various data collection and research activities and disseminate findings to key audiences. Additionally, the Head of Research will be expected to generate income for the Ottawa Dialogue by obtaining research grants/awards and consulting activities.

### Primary Responsibilities:

- Develop and carry out the Ottawa Dialogue’s research agenda, in collaboration with the Senior Management Team;
- Conduct own research on Track Two Diplomacy and produce high-quality research outputs, for both policy and academic audiences (e.g.: Policy Briefs, academic papers, etc.);
- Develop and strengthen the Ottawa Dialogue’s participation in various research networks and collaborative fora, as well as identifying and pursuing new opportunities for such collaboration;

- Supervise staff as assigned to the Research Department (Contract researchers, Post Docs, interns, etc.);
- Ensure findings are disseminated to relevant stakeholders (e.g.: participate in policy briefings to stakeholders, represent the Ottawa Dialogue at international conferences, etc.);
- Coordinate the Ottawa Dialogue's internal research activities in support of ongoing and potential Dialogue involvements (e.g.: conflict mapping in support of facilitation activities);
- Continually monitor new research and studies being undertaken relevant to the Ottawa Dialogue's work and feed into the projects as appropriate;
- Assist in the drafting, editing, production and dissemination of publications and newsletters;
- Identify and pursue research funding opportunities, including multilateral donors, governments, trusts and foundations;
- Assist in the drafting of activity reports, reports to donors and fundraising documents.

#### Experience:

- Experience drafting high quality research papers on issues of conflict and peacebuilding (ideally with a focus on Track Two or Track 1.5 diplomacy);
- Experience or familiarity with dialogue facilitation in the field;
- Experience in research coordination/project management;
- Experience reporting on and presenting research findings in concise, clear and engaging ways to stakeholders, funders and academic audiences.

#### Knowledge and Skills:

- Graduate degree in political science, security, peace/conflict studies or related field (Ph.D. in the field preferred);
- Excellent research, writing, communication and interpersonal skills;
- Excellent written and spoken English (French is an asset).

#### Other

- Ability to handle highly sensitive information with discretion and professionalism;
- If performing the job remotely, willingness to visit Ottawa several times a year (once international travel is again possible) to interact in person with Ottawa Dialogue staff, in addition to remote work;
- Willingness and ability to undertake regular international travel (once it is possible again) to interact with different stakeholders and represent the Ottawa Dialogue at conferences and so on.

Please send your CV and cover letter to [ottawadialogue@uottawa.ca](mailto:ottawadialogue@uottawa.ca). While we appreciate your interest in this position, only those selected for an interview will be contacted.