

Job Title: CCT Programmer Analyst/Administrator
Reports to: Manager, Portal Operations
Date Prepared: July 6, 2010

The Canadian Partnership Against Cancer is a dynamic, independent organization funded by the federal government to accelerate action on cancer control for all Canadians. Located in the heart of downtown Toronto, we bring together cancer survivors, patients and families, cancer experts and government representatives to implement the first pan-Canadian cancer control strategy. Our vision is to be a driving force to help prevent cancer, enhance the quality of life of those affected by cancer, lessen the likelihood of dying from cancer, and increase the efficiency of cancer control in Canada.

This position is part of the Knowledge Management Division of the Partnership under the leadership of the Division's Vice-President. The Division is implementing a knowledge management strategy with three primary components to support efforts to control cancer across Canada: 1) the newly-launched portal, Cancer View Canada (www.cancerview.ca and www.vuesurelecancer.ca) which links Canadians to tools, information and resources about cancer 2) cancer risk management and analytics, and 3) evaluation tools and metrics. Working within a small team of both technical and content staff, the CCT Programmer Analyst/Administrator's role is focused primarily on supporting the development and on-going operations of the Canadian Clinical Trials application, as well as other duties as assigned to support the Knowledge Management Division.

General Accountability

Reporting to the Manager, Portal Operations, the role of CCT Programmer Analyst/Administrator is responsible for the on-going development and operations work for the Canadian Clinical Trials application. This will include working with internal stakeholders and external vendors to ensure new enhancements and services are implemented in a timely and cost effective manner.

Duties and Responsibilities

- Under the direction of the Application Architect, provides programming and analysis activities for the Clinical Trials application
- Under the direction of the Manager, Portal Operations manages the day-to-day administrative operational activities for the Clinical Trials application
- Provides analytic support to determine priorities for future application releases
- Participates in the monthly iterative cycles for defining, creating and implementing new enhancements and services.
- Contributes to the development of procedures and processes for CPAC's application development and production environments.

- Assists with the preparation of testing documentation and the execution of application testing.
- Troubleshoots and repairs bugs or application deficiencies, as required.
- Liaises with provincial administrators to assist with the resolution of operational/data issues
- Assists the Application Architect or Manager, Portal Operations , as directed

Skills and Attributes

- Experience with ASP.NET coding
- Familiar with project management methodology and analysis
- Familiar with implementation of application development best practices
- A team player accustomed to gracefully working and delivering results within a fast-paced environment
- Experience working with stakeholders to define business requirements and translating them into system specifications
- Excellent oral and written communication skills, including experience in writing, editing and proofing content for the web
- Excellent organizational skills
- Quality orientation and attention to detail
- Ability to multitask in a deadline-driven environment

Experience and Education

- An Undergraduate degree in Computer Science or recognized equivalent required
- 2-3 years practical and related experience developing ASP.NET applications required
- Technical expertise in database systems, programming languages, operating systems, and application development required