
Knowledge Broker, (Level 6)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

The Partnership’s vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, we will execute our strategic priorities, and tangibly measure and demonstrate how the pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Strategy Division which includes Knowledge Mobilization, Communications and Strategy, Evaluation and Analytics. The Knowledge Mobilization (KMb) portfolio is comprised of two teams: Knowledge Mobilization Strategy and Digital Strategy, that together are responsible for moving the available knowledge produced by the partnership, in collaboration with our partners, into active use. The Division seeks to support and make connections between evidence and policy and practice in order to improve outcomes, and is focused on knowledge sharing between knowledge producers and knowledge users.

Overview of Role

Reporting to the Manager, Knowledge Mobilization Strategy, the Knowledge Broker is accountable for the application of best practices in supporting the uptake of knowledge in support of optimal use of evidence across our partners and stakeholders for increased efficiency and acceleration of cancer control in Canada. Working closely with internal teams across the organization, the Knowledge Broker will lead and support efforts to identify and translate evidence for the Partnership’s key audiences, develop tailored knowledge products in appropriate formats, support dissemination and implementation work, support linkage and exchange activities, and build organizational capacity to strengthen knowledge mobilization. The Knowledge Broker will also be responsible for keeping current on best practices in translating evidence for policy and practice change, and ensuring the application to Partnership knowledge mobilization efforts.

Mandate-Specific Accountabilities

- Support KMb dissemination and implementation efforts, effectiveness and short/long-term impact across the Partnership
 - Work with relevant Partnership teams, e.g., Cancer Control program areas, Digital Strategy, Communications to facilitate knowledge dissemination
 - Support implementation projects (e.g., assist with assessing organizational readiness, facilitating stakeholder buy-in, design tailored implementation strategies)
 - Support the KMb Analyst in developing evaluation plans and metrics for dissemination and implementation efforts
- Develop tailored knowledge products for use by Partnership's Stakeholders and Target Audiences
 - Responsible for processing and translating evidence for key audiences (including policy makers, health systems administrators, health professionals, researchers and patients) using appropriate formats, tools and media (e.g., develop or inform the development of knowledge products such as infographics, toolkits, newsletters, webinars or policy briefs)
- Work with Manager, Knowledge Mobilization Strategy as well as Cancer Control program areas to identify key evidence of interest to the Partnership and its stakeholders
 - Work with internal teams to connect stakeholders to relevant evidence
 - Work with the Evidence Specialist on the Knowledge Mobilization Strategy team to monitor the environment for emerging cancer control issues
 - Identify opportunities for integrating evidence into practice relevant to programmatic work
 - Identify implications of evidence for policy or practice relevant to programmatic work
- Work with internal teams to build internal organizational capacity for knowledge mobilization through:
 - Sharing best practices at team meetings
 - Conducting and/or participating in educational sessions
- Provide support for knowledge exchange activities led by the Partnership (e.g., assistance with agenda development for KTE meetings)
- Assist the Manager/Director/VP on additional projects as required

General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Accountability for collaboration across divisions and portfolios and with external partners
- Support Managers/Director accountabilities, strategic priorities and core enabling functions
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget

Division of Time by Area of Accountability

Delivering core mandate: 55–60%

Driving collaboration: 20–25%

Supporting manager: 5–10%

Building external relationships: 5–10%

Essential Skills and Attributes

- Excellent understanding of all aspects of knowledge mobilization (e.g., stakeholder engagement, evidence synthesis, knowledge product development, dissemination, implementation, evaluation)
- Ability to interpret and identify key results from evidence and to succinctly summarize research findings in plain language
- Experience building strong relationships with stakeholders and maintaining them over time – internal and external
- Ability to develop or inform the development of knowledge products such as infographics, toolkits, newsletters, webinars or policy briefs using feedback from knowledge users
- Excellent project management skills, with proven ability to coordinate multiple priorities amidst important and competing deadlines
- Strong interpersonal, written and oral communication skills with great attention to detail (including presentations, meeting facilitation and education)
- Understanding of knowledge mobilization conceptual models, frameworks and strategies and experience with a range of knowledge exchange methods (e.g. communities of practice, newsletters, workshops, online collaborative spaces) with demonstrated ability to research, analyze and develop knowledge exchange options and strategies
- Knowledge and understanding of evidence-informed practice and decision making

Experience and Education

- Master's degree (or equivalent mixture of education and experience) in a relevant field such as health sciences/science communications
- 3-5 years of experience in the role of knowledge broker or equivalent
- Demonstrated experience in applying best practices in knowledge mobilization (e.g., communications, education/training, toolkit development, stakeholder engagement).
- Experience in designing, organizing, facilitating and evaluating knowledge exchange events such as meetings, webinars, conferences, community forums
- Experience developing knowledge products such as infographics, toolkits, newsletters, fact-sheets and report summaries
- Experience in the development and delivery of training materials to support adoption of tools, methods, initiatives and/or products
- Highly proficient with Microsoft office products, specifically MS PowerPoint, Visio, Project and Excel
- Experience working within research and/or government environments, healthcare agency, hospital or Cancer-specific knowledge and experience an asset