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## Analyst, Research (Level 5)

### 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. CPAC 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. With our partners, CPAC shares 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.

Our work spans the cancer control continuum, from prevention and screening to research, and survivorship and palliative care. We endeavour to embed a person-centred perspective in all of our work, and have specific efforts in underserved areas such as rural, northern, and remote communities. We strive to be culturally responsive to the needs of First Nations, Inuit and Métis communities. Through collaboration, we are delivering results against the immediate, intermediate and ultimate outcomes of the Strategy, effecting system-level change and reducing the burden of cancer on Canadians.

This position is with the Canadian Cancer Research Alliance which is part of the Cancer Control Division. This Division drives the Partnership’s core mandate of reducing the risk of cancer, lowering mortality, and improving the experience of Canadians affected by cancer through collaboration with system partners including clinical, medical, professional and stakeholder organizations. It works in close collaboration with the other Divisions to develop, deliver and report ongoing progress on an effective cancer control strategy.

### Overview of Role

Reporting to the Cancer Research Survey Manager, the Analyst, Research is accountable for managing various activities related to the execution of the biennial Canadian Cancer Research Conference (CCRC) and supporting the work of the Canadian Cancer Research Alliance (CCRA) and the activities of the pan-Canadian cancer research strategy. The Analyst will also support the Executive Director of the CCRA in knowledge mobilization activities.

### Mandate-Specific Accountabilities

- Undertakes CCRC project planning activities
  - Supports activities of all CCRC advisory committees, including the Executive Planning Committee, Scientific Program Committee, and Local Organizing Committee, and other working groups as necessary
  - Facilitates the development of the conference scientific program with the Scientific Program Committee, working with program chairs and speakers to confirm content of plenary and concurrent sessions and providing support to speakers onsite at conference
  - Manages abstract review process and ensures abstract book is accurately compiled and distributed to conference registrants

- Manages the Continuing Professional Development (CPD) accreditation for conference participants
  - Manages conference-related finances with CCRA Executive Director by developing budgets and monitoring conference expenditures, revenues, and supportship
  - Analyzes CCRC project plan to prepare ongoing status reports for the CCRA members, board, and various advisory committees
  - Supports program development and logistics for Patient Involvement Program
- Oversees the activities of the Professional Conference Organizer (PCO) to ensure conference logistics are on track, using discretion to escalate issues as needed
- Prepares and executes conference communication strategy
  - Develops content and maintains the CCRC website (English/French), ensuring information is current and program supporters are appropriately acknowledged
  - Develops and distributes promotional materials (e.g., email communiques, website articles)
  - Work with the PCO to develop and execute social media strategy, including developing content for posts
  - Ensures supporter logos and ads are appropriately represented within program materials, signage, and slides
- Prepares surveys (e.g., CCRC, Patient Involvement Program, Supportship), analyzes feedback, and develops evaluation reports which are distributed to CCRC stakeholders
- Supports execution of key activities related to the pan-Canadian cancer research strategy, which may include preparation of online surveys, analysis of responses, aiding in meeting organization, undertaking literature reviews, and preparing meeting summaries
  - Works with the CCRA Executive Director and other Partnership staff to engage in effective knowledge mobilization
  - Supports activities of the Research Survey Manager, including database documentation and data analysis
  - Prepares minutes and other items relevant to agendas for CCRA board and annual member meetings

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## General Accountabilities

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

## Essential Skills and Attributes

- Strong stakeholder management and partnership development skills reflected in the ability to establish effective working relationships with key internal and external stakeholders, partners and colleagues
- Strong organizational, process development and project management/coordination and anticipatory skills
- Excellent research, analytical, interpretive and problem solving skills
- Strong communication skills with experience interpreting, synthesizing research and technical information
- Highly motivated team player accustomed to gracefully working within a fast-paced environment, and able to work effectively and efficiently on a variety of assignments on a tight deadline
- Demonstrated interpersonal skills with the ability to represent the organization in interactions with external stakeholders and colleagues
- Excellent verbal and written communications skills
- Experience with data quality and analysis
- Knowledge and demonstrated experience of the academic research environment
- Adaptability, flexibility, diplomacy and tact
- Displays excellent judgment in prioritizing and multi-tasking

## Experience and Education

- University degree in the health or science fields, preferably at the Masters level
- Minimum 3-5 years relevant work experience in health care/public sector
- Previous experience in a role requiring external stakeholder management
- Experienced in literature reviews and environmental scans
- Experience working with provincial, national, and international cancer organizations and professional associations
- Proven Project management experience
- Previous experience organizing conferences, events or large-scale meetings
- Excellent technical skills with Abode Pro, Excel, PowerPoint and other Microsoft Office products. Familiarity with HTML and/or WordPress is an asset.