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## *Analyst, Diagnosis and Clinical Care (Level 5)*

### *Background*

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to implement the Canadian Strategy for Cancer Control. The Strategy aims to reduce the incidence of cancer, lessen the likelihood of Canadians dying from cancer, and enhance the quality of life of those affected by cancer. As the steward of the Strategy, we work collaboratively with cancer agencies, governments, national organizations, patients and families to advance meaningful and measurable progress in achieving shared goals.

Our work spans the cancer control continuum, from prevention and screening to research and supportive 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 our 2017 outcomes, effecting system-level change and reducing the burden of cancer on Canadians.

This position is part of the Cancer Control Division. This Division is responsible for overall delivery of the Strategic Priorities in the Partnership’s mandate, with a focus on the Partnership’s Programs and the development of effective and strategically salient initiatives through effective working relationships with clinical, medical, professional and stakeholder partners to reduce the impact of cancer on Canadians. 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. 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 Manager, Diagnosis and Clinical Care, the Analyst, Diagnosis and Clinical Care is accountable to support the planning and operations of initiatives under the Diagnosis and Clinical Care portfolio, focusing on programs of work aimed to improve high quality of cancer diagnosis and treatment. The two overarching programs of work are: 1) synoptic pathology and surgery reporting; and 2) quality initiatives. Over the last 10 years, multiple partners have integrated pathology and surgery clinical guidelines into reporting standards through electronic information systems. As result, diagnosis and treatment data is discretely collected. These initiatives have transformed the communication medium from narrative to electronic, and increased the availability of pathology and surgery cancer data availability for use. Key areas of focus in the next phase of this work include implementing tools to enable multi-disciplinary group of clinicians to review and reflect on clinical data and use appropriate evidence in practice; and leverage evidence to inform quality improvement initiatives and refine clinical guidelines. To achieve this work, the Partnership will continue to engage a diverse group of partners across the country to reduce practice variation and to improve the quality of cancer diagnosis and treatment.

## *Mandate-Specific Accountabilities*

- Support the Manager with funded projects in synoptic reporting, cancer care research and quality initiatives to establish project foundations and baseline data, including providing content expertise to aid with the development of business cases and project plans
- Support the Manager and Expert Advisors/Leaders by developing content and materials for internal and external meetings and events including planning meeting logistics in collaboration with administrative assistants, creating and managing timelines for developing materials, drafting content for meeting materials (agendas, reports, presentations, minutes), documenting minutes, outcomes and action items, and ensuring timely correspondence with various stakeholders
- Work closely with the Manager, Expert Advisors/Leaders and other program team members to develop, contribute to and foster relationships with stakeholders that support project implementation, evaluation and reporting (e.g. provincial cancer programs and agencies, national associations and medical societies, professional accreditation bodies)
- Support Manager and Delivery Manager in ensuring project control activities are executed within the Delivery Management Office (“DMO”) framework and methodology. This may include for example, communicating updates about project milestones, contributing to quarterly status reporting, and liaising between DMO and Finance, as necessary
- Support the Manager in the evaluation of funded projects, including the development of core indicators and reporting on corporate level performance indicators
- Manage the development of content and dissemination of findings from specific programs of work through webinars, publications and meetings in collaboration with Knowledge Mobilization (abstracts, infographics, drafted manuscripts for publication)
- Support Manager in development of content for Call For Proposals or partner directed engagements to draft internal and external facing documentation including presentations, webinars, and templates, including liaising with Procurement and Finance, as necessary, and managing and recording communication with external stakeholders
- Act as primary contact and source of substantive information regarding program content, track current evidence through jurisdictional scans and literature searches, report status and synthesis of findings to internal and external stakeholders for core areas of responsibility and ensure information is embedded as appropriate in programs/initiatives within Diagnosis and Clinical Care portfolio
- Provide ongoing communications with key contacts and stakeholders from various jurisdictions in Canada
- Lead further development of and effectiveness of synoptic resources on the Partnership’s web portal (cancerview.ca) including working with external partners and colleagues in Communications, Knowledge Mobilization and Digital Strategy to draft and update relevant program content
- Contribute to the overall Diagnosis and Clinical Care portfolio and provide input and coverage in the absence of other team members, as required
- Provide support to other areas of Diagnosis and Clinical Care and assist the Director as required

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### *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 Manager/Director Accountabilities
- Support achievement of 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: 50-60%

Driving Collaboration: 10-15%

Supporting Specialists: 15-20%

External Relationships: 10-15%

### *Essential Skills and Attributes*

- Knowledge and experience of health sector issues/challenges, preferably cancer control and prevention
- Strong internal and external relationship management skills, including ability to interact and work effectively with colleagues and stakeholders at the municipal, provincial and/or national levels
- Highly developed and effective interpretive, problem solving, critical thinking, synthesis, and analytic skills
- Solid project management and organization skills
- Knowledge of major medical academic databases (PubMed, MedLine, etc.) and ability to execute effective literature searches
- Quality orientation and attention to detail
- Ability to proactively manage and respond to change
- Ability to prioritize and multi-task under tight deadlines
- Adaptable, flexible, diplomacy and tact
- Excellent written and verbal communications skills; in both official languages an asset
- A commitment to collaboration and a joint-accountability approach
- Self-motivated and able to manage a project from inception to conclusion
- Able to travel if needed (<10%)

### *Experience and Education*

- Master's degree in health sciences, epidemiology, public health or similar health-care area
- A minimum of 3 years of work experience involving responsibility related to team-work, project coordination and management, research analysis and synthesis, and report writing/presentations on technical topics
- Experience networking, planning and implementing projects with a range of partners, organizations and stakeholders
- Previous experience in health care sector, clinical research or health services research considered an asset
- Knowledge of major bibliographic databases (e.g. PubMed, and Medline, etc.) and ability to execute effective literature searches
- Not-for-profit experience an asset
- Experience working in cancer control a strong asset
- Proficiency in Microsoft Office products and other communication tools (web ex, and skype etc.)