
Specialist, Health System Performance (Level 6) *(12-15 Month Parental Leave starting January 2018)*

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.

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 Director, System Performance and Surveillance, or his designate, and working closely with the System Performance and Analytics teams, as well as other teams at the Partnership, the Specialist is responsible for providing content and methodological expertise related to performance measurement of the cancer control system, researching and writing material for reports and other knowledge products and leading the development of key pieces of System Performance work.

Mandate-Specific Accountabilities

- Designs, plans and implements a variety of research activities, including literature reviews and environmental scans, in support of cancer system performance analysis and reporting, and contributes to the synthesis of research results.
- Acts as content specialist for performance measurement in specific assigned domains within the measurement framework. This requires staying up to date on latest knowledge and evidence on the topic and consulting with internal and external knowledge leaders or stakeholders in the assigned domains.
- Acts as content lead for assigned knowledge products including System Performance reports. This involves coordinating the content development and ensuring balance and consistency across the chapters or components of the products.
- Plans, researches, and writes sections of System Performance reports and knowledge products associated with the assigned domains.

- Prepares communication and presentation documents related to System Performance work.
- Authors or co-authors peer reviewed articles related to assigned domains, developed presentations and/or posters and represents System Performance and the Partnership at conferences and other meetings.
- Coordinates the development of new indicators or revision of existing indicators as well as the development of associated targets. This is done in consultation with experts and partners both within and outside the Partnership.
- Coordinates the development of data specifications, supporting the cancer agencies and other partners in interpreting specifications and submitting data, validating data collected, and coordinating data analysis with the Analytics team at the Partnership.
- Designs surveys and other data gathering tools, collects and interprets results, prepares analysis plans, and presents synthesis of results.
- Contributes to projects and initiatives in System Performance and Cancer Control, including but not limited to coordinating content development/revisions, contributing to data analysis activities, and production of various cancer control documents and reports.
- Supports working groups, expert panels, and other groups supporting the System Performance work including meeting planning and scheduling, content preparation, facilitation of discussions, presentation of material, documentation of action items and writing of minutes.
- Supports Knowledge, Translation, and Exchange activities for System Performance work.
- Assist the Director, System Performance and Surveillance as needed.

General Accountabilities

- Drives innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Joint responsibility for staff engagement and collaboration
- Accountability for collaboration across divisions and portfolios and with external partners
- Support Director/VP Accountabilities
- Support achievement of overall 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: 20-25%

Supporting Director: 10-15%

External Relationships: 10-15%

Essential Skills and Attributes

- Excellent research skills, including solid experience in conducting systematic literature reviews and environmental scans
- Demonstrated ability in performance measurement and improvement, using various types of data
- Excellent written and verbal communications skills; in both official languages an asset
- Demonstrated scientific journal and report writing experience
- Ability to understand scientific documents/information, analyze, translate research and practice-based evidence and edit/adapt these into plain language
- Excellent analytical, interpretive and problem solving skills
- Strong ability to synthesize and convey technical data to cancer experts and non-expert stakeholders
- Excellent knowledge and demonstrated experience of health sector issues/challenges, preferably cancer
- Ability to proactively lead and respond to change
- A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills, with internal Partnership teams external partner organizations, and ability to interact and work effectively colleagues and staff
- Quality orientation and attention to detail
- Adaptability, flexibility, diplomacy and tact
- A balance of big picture thinking and task orientation along with a healthy dose of curiosity about the broader context and the lessons that could be learned from around the world
- Strong organizational skills, ability to take initiative and work with minimal supervision, and ability to prioritize and multi-task under tight deadlines

Experience and Education

- University degree in Health Sciences or related field, Masters preferred
- Minimum five years experience researching, analyzing and interpreting health care system content (data, policy, evidence, etc.), including writing technical reports and/or scientific papers
- Strong work experience in the Canadian health care sector, with focus on research, writing, and analysis; experience in the cancer control and/or public health sector a strong asset
- Experience in health system performance measurement, including development and application of indicators
- Experience in health research study development and survey design
- Experience in information dissemination and knowledge mobilization
- Experience writing communications materials for the general public, government and/or specific target audiences
- Excellent technical skills (Microsoft Office products, software, and new technologies)
- French language competency is an asset
- Experience in not-for-profit sector is an asset, particularly in health or cancer organization