

Simcoe Muskoka District Health Unit
POSITION DESCRIPTION

POSITION TITLE: EVALUATION SPECIALIST	POSITION NUMBER:
SERVICE AREA: Corporate Service	PROGRAM AREA: Program Planning and Evaluation
REPORTS TO: Director, Corporate Service	REVIEW DATE: May 10, 2006
<p>PURPOSE OF POSITION: To provide leadership and act as a consultant and a resource in the program planning, monitoring and evaluating activities of the health unit. The evaluation specialist works with senior management and program managers to establish and reinforce Agency policy and best practice in relation to this area of technical expertise. The evaluation specialist provides direction, expertise, training, support, and guidance to staff in the design of community needs assessment and program evaluation; coordinates the planning, and implementation of data collection activities; and consults, coaches and trains staff, students and volunteers in the application of best practice. This position acts as a representative of the Simcoe Muskoka District Health Unit at the local, county and provincial level.</p>	
<p>POSITION SKILLS & COMPETENCIES REQUIRED:</p> <p>Education: Masters Degree in Epidemiology, Health Science or Applied Science with emphasis on program evaluation</p> <p>Related Experience: 3-5 year's relevant experience in program evaluation for the not-for-profit, academic, public service or government sector, including proven analytical, qualitative, and quantitative research skills.</p> <p>Specific knowledge, skills, abilities:</p> <ul style="list-style-type: none"> • Advanced skills and knowledge of theories and principles of public health programming including epidemiology, community health planning, and program evaluation • Advanced skills and demonstrated experience of application of systematic inquiry including evaluation methodologies and statistical methods • Advanced skills and demonstrated experience in assessment and analysis • Advanced skills and demonstrated experience in the application of the principles of health informatics including data collection, processing and analysis, in support of evaluation projects • Advanced skills and demonstrated experience in project management including the development project proposals, work planning, human resource oversight; budget planning and monitoring; contractor recruitment, selection and oversight • Advanced skills and demonstrated experience in computer applications and software packages for conducting both qualitative and quantitative analysis including spreadsheets, statistical packages (including SPSS and Epi info), qualitative packages such as NVivo or Atlas.ti, graphical data presentation software • Advanced skills in Microsoft Excel and Access • Advanced oral communications skills and demonstrated experience in presenting information to individuals and groups for the purpose of setting priorities, accessing resources, defining policy and procedure and influencing program or Agency direction • Advanced written communications skills and demonstrated experience creating project proposals, research articles, technical documents and correspondence to communicate evaluation findings to professional audiences, policy makers, & general public • Advanced skills and demonstrated experience facilitating project planning and implementation with groups of staff and community partners. • Advanced skills and demonstrated experience leading interdisciplinary teams, including ability to facilitate, collaborate and resolve conflict • Advanced skills in time management, balancing multiple projects and working to deadlines • Advanced research skills and demonstrated experience in developing research questions, conducting a literature search, critical assessment of the literature and synthesis of the literature including systematic reviews 	

POSITION SKILLS & COMPETENCIES REQUIRED Continued:	
<ul style="list-style-type: none"> Advanced skills and experience in priority setting and creative problem solving Advanced situational analysis skills and experience in description and diagnosis of programs, client needs Intermediate skills in Microsoft Word, PowerPoint, Outlook and Visio Basic supervisory skills, including recruitment, selection, and performance leadership Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district 	
KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):	
Provide leadership and technical direction to health unit Senior Management and the Board of Health on strategies and policies, to support effective program planning and evaluation	Ave. % of time: 10%
<ul style="list-style-type: none"> Liaises with the MOH, Senior Management and Program Managers to ensure evaluation activities address program needs and priorities, and to mutually support interdisciplinary program planning, delivery and coordination Works with senior management and program managers to establish and reinforce Agency policy and practice that will ensure quality standards in relation to evaluation design and implementation Contributes to the knowledge base of public health practice through evaluation practice including dissemination of knowledge gained from evaluation beyond immediate evaluation stakeholders Participates in the development, communication and implementation of the Agency mission, values and strategic plan; promotes and participates in interdisciplinary activities and peer support Pursues opportunities to advance knowledge of evaluation theory and practice through evaluation initiatives; participates in evaluation research and intersectoral evaluation projects Pursues professional development in evaluation and relevant content areas to advance competence Ensures adherence to Agency, legal, ethical and professional standards for program evaluation and the use of personal health information in the planning and implementation of evaluation activities and in building evaluation capacity 	
Liaise and consults with the MOH, Senior Management, and Program Managers to ensure evaluation activities address program needs and priorities and to mutually support interdisciplinary program planning, delivery, and coordination	Ave. % of time: 40%
<ul style="list-style-type: none"> Provides leadership, advice and guidance to program stakeholders including staff, senior management, Board of Health, community partners, clients, in developing program needs assessments and evaluations by providing methodological expertise and advice on the feasibility and value of specific evaluations Reviews evidence, program description and theory, organizational context, stakeholder interests and information needs to assess evaluability of a project or initiative Plans, organizes, and coordinates evaluation initiatives Develops appropriate methodologies, processes and tools for the purpose of program evaluation and needs assessment Assesses the reliability and validity of data, notes strengths and limitations of evaluation and ensures judgments made are supported by evaluation data Analyzes and synthesizes the data collected for review and discussion by stakeholders Facilitates interpretation of data and evaluative judgments by program stakeholders; facilitates decision making and recommendations based on evaluation results Provides education to health unit staff and leaders in the community on program logic model development, evaluation research design, data collection and analysis, and questionnaire design Participates with other members of the health unit's management team in identifying service priorities and recommending change Communicates with program stakeholders throughout the evaluation process, remains open to input, and modifies the study as needed Establishes and maintains communication channels within the Agency and service area which enable the evaluation specialist to participate effectively in the development of Agency programs and service 	

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued:	
Initiate and mobilize effective linkages with hospital, community health, and social service sectors to establish and enhance partnerships that would increase access to information and resources and reduce duplication	Ave. % of time: 10%
<ul style="list-style-type: none"> Represents the health unit on advisory or inter- ministerial planning committees related to public health programs, services and operations Consults with community groups and agencies in the areas of program planning and evaluation Consults with stakeholders in the development of research proposals and grant applications in compliance with the requirements of the Agency policy 	
Coordinate and manage resource requirements for evaluation activities including information, expertise, personnel, stakeholder participation, instruments, technology, and other supports	Ave. % of time: 30%
<ul style="list-style-type: none"> Estimates resource requirements for evaluation activities including information, expertise, personnel, stakeholder participation, instruments, technology and other supports Provides or reviews proposed budgets for evaluation components of service budget and grant proposals. Justifies costs given information needs; administers, monitors and reports on expenditures related to evaluation projects Recommends the use of external supports and contracted services; participates in the development of Requests for Proposal, reviews contractor proposals and liaises with contractors to manage projects Provides leadership and direction for project teams (7-8 individuals) assigned responsibility for the planning and implementation of an evaluation initiative Provides functional supervision of students and contract staff within the program planning and evaluation team including recruitment, recommendation for hire orientation, training, work assignment, input into performance review Provides leadership in the training of students and staff in the practice of public health and of evaluation through teaching, mentorship, training and project supervision; advocates for, develops and provides training, resources and systems to increase capacity for evaluation and organizational improvement 	
Contribute to the development of public health practice by facilitating student educations, participating in research, teaching, and participating in activities of professional associations	Ave. % of time: 10%
<ul style="list-style-type: none"> Facilitates the dissemination and use of knowledge gained from evaluation Prepares and presents oral and written reports of the results of program evaluations and needs assessments to ensure dissemination of evaluation findings and facilitate timely decision-making by management and staff and ensure the use of knowledge gained from program development and evaluation Consults with stakeholders in the development of research proposals and grant applications in compliance with the requirements of the Agency policy Responsible for recruitment, selection, orientation and supervision of student placements. 	
Contribute to team and agency effectiveness	Ongoing
<ul style="list-style-type: none"> Provides leadership in service and program areas in carrying out their program mandates Works collaboratively as a member of the team; actively works to foster positive team functioning Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions Promotes the goals of Public Health and the position of the agency on issues within the community and health care system as a whole Respects and ensures confidentiality in all work performed on behalf of the agency Demonstrates a strong customer service focus in dealing both internally and externally Participates on agency-related committees and provides leadership as required 	

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY) Continued...
<ul style="list-style-type: none"> Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster
<i>Management has the right to change position requirements from time to time as Agency conditions dictate.</i>
CONTACTS & COMMUNICATION:
<p>Internal: Board of Health, Executive Committee, MOH/AMOH, Directors, Program Managers/Supervisors program and administrative staff, health information professionals</p> <p>External: Government/Politicians/civil servants (Municipal/Provincial/Federal Governments); Community agencies/partners (community coalitions, agencies, non-government organizations, & individuals); provincial and federal partners; Other health practitioners, businesses, & workplaces; other health departments; media, vendors</p>
RESPONSIBILITY FOR RESOURCES:
<p>Staff: Responsible for students and contract services; provides expertise, advice and guidance to other management and staff members in area of specialty. Provides leadership and direction to project teams. Provides expertise and direction to staff on identification of health information needs and coordination/planning/implementation of data collection activities. Participates in recruitment of health information positions.</p> <p>Financial: Leadership in the development & implementation of the annual operating plan for program evaluation. Provides budget input, administer & monitor budget as delegated for evaluation projects; monitors project implementation & budget, report on final costs of initiative. Evaluation plans include projected human & materials resources; drafts Request for Proposals for contracted services, participates in selection committee to determine contractor for projects, acts as the Agency contact for oversight of evaluation contracted services and students including recommendations to pay installments based on assessment & monitoring of progress.</p> <p>Information: Develops appropriate methodologies, processes and tools for the purpose of data collection, storage, use and dissemination. Assesses reliability and validity of data, notes strengths and limitations of data and ensures judgments made are supported by data. Ensures adherence to agency, legal, ethical & professional standards for program evaluation and systematic inquiry and for the use of personal health information in program evaluations</p> <p>Materials & Equipment: Software for project implementation & analysis e.g. research required prior to the purchase of a qualitative analysis software. Use of materials and equipment related to position function.</p>
EFFORT REQUIRED:
<p>Mental:</p> <ul style="list-style-type: none"> Considerable attention to detail/audio concentration for consultation with others by telephone, in person, attending & facilitating meetings, active listening and questions are important in this role; Considerable attention to detail/visual concentration for reading/analyzing/synthesizing information, using computer, researching information. Considerable assessment and analysis when working with teams to develop plans, assessing situations and deal with changing priorities. Requires adjustment of priorities on a daily basis. Moderate interruptions are associated with consultant focus of position. Deadlines relate to presentations/reporting, with agreed upon timelines. High and varied volume of work. Position must maintain knowledge for leadership & specialization. Deal with change related to public health practice and constant updating of information. <p>Physical:</p> <ul style="list-style-type: none"> Moderate sitting at computer for majority of work but can move about freely. Considerable manual dexterity for computer work/keyboarding.

WORKING CONDITIONS SPECIFIC TO POSITION:

- Standard office environment.
- Limited travel is required to other sites for meetings.
- Moderate overtime is required to meet job demands

I have read the Position Description and understand the duties and responsibilities as assigned.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Corporate Service

MOH/CEO SIGNATURE: **Original document signed by Dr. C. Gardner, MOH**

DATE: _____

POSITION HISTORY: Nov. 2/06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.