simcoe muskoka
DISTRICT HEALTH UNIT

Posting Notice #22-06

Internal ☒ / External ☒
22-06

Position:	EVALUATION SPECIALIST		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	**FTE:**	1.0 = 35 HOURS PER WEEK
Department:	PROGRAM FOUNDATIONS & FINANCE		**Program:**	POPULATION HEALTH ASSESSMENT, SURVEILLANCE AND EVALUATION
Location:	BARRIE		**Anticipated Date of Hire:**	MARCH 7, 2022
Salary Range:	$52.11 – $58.39 HOURLY		**Posting Date:**	JANUARY 19, 2022
Criminal Record Check:	Required ☐ YES ☒ NO		**Vulnerable Sector Screening:**	Required ☐ YES ☒ NO

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.

See Evaluation Specialist position description for further details of the Evaluation Specialist role.

Responsibilities:
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**.**

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.

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.

Coordinate and manage resource requirements for evaluation activities including information, expertise, personnel, stakeholder participation, instruments, technology, and other supports.

Contribute to the development of public health practice by facilitating student educations, participating in research, teaching, and participating in activities of professional associations.

Contribute to team and agency effectiveness.

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Specific knowledge, skills, abilities

- 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;
- 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
- Demonstrated knowledge and experience in developmental evaluation principles and its application;
- Demonstrated knowledge and experience in the principles of evidence informed decision making;
- Demonstrated knowledge and experience in performance management and continuous quality improvement;
- Demonstrated, advanced knowledge and experience with ethical considerations and research reviews.

Education:
Requires Masters Degree in a Health or Social Science with emphasis on program evaluation, community or public health.

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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.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Masters Degree in Program Evaluation.
- Previous public health experience.

Deadline: 4:00 pm, TUESDAY, FEBRUARY 01, 2022

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-06** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting **#22-06** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-06** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

a. How your education meets the educational requirements listed.
b. How your experience meets the experience requirements listed.
c. How your experience meets each of the required knowledge, skills and abilities listed.
d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

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If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.

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