
Analyst, Knowledge Mobilization Measurement and Evaluation (Level 5)

Two-year contract with potential for extension

Background

The Canadian Partnership Against Cancer (CPAC) is a Pan-Canadian collaboration based on shared goals to reduce the burden of cancer, reduce the number of Canadians diagnosed with cancer and to improve the cancer experience for patients. The Canadian Strategy for Cancer Control identifies shared priorities, then CPAC coordinates a leadership response to those priorities in collaborations with hundreds of others across the country.

This position is part of the Strategy Division which is responsible for overseeing and integrating Strategy, Evaluation and Analysis, Knowledge Mobilization, Corporate Communications and Public Outreach and Engagement functions to support and drive the Partnership's overall effectiveness against its key goals and outcomes. The division includes advancing progress of the First Nation, Inuit and Métis strategy through active engagement and involvement with key partners and stakeholders.

Overview of Role

Reporting to the Manager, KMb Strategy, the Analyst, Knowledge Mobilization Measurement and Evaluation is responsible for bringing evidence informed knowledge and skills to coordinate the continued adaptation and implementation of the Partnership's KMb Measurement Framework used to measure, monitor and report on the effectiveness and short/long-term impact of KMb efforts undertaken by the Partnership and its partners. This role will actively work with the Strategy and Evaluation team, specifically the Specialist, Monitoring, Evaluation and Impact Reporting to support efforts to drive performance monitoring, evaluation and impact reporting across the organization, ensure KMb measurement efforts contribute to broader performance monitoring and reporting, and assess the impact of activities across the organization to mobilize evidence into action.

Specific Accountabilities

- Support of the development, execution and evaluation of effective KMb activities across the organization
 - Work alongside program areas across the organization, this position promotes KMb as a cross-cutting function and collaborates with program teams and their partners to ultimately contribute to the acceleration of cancer control in Canada.
 - Actively support the KMb Manager and internal KMb community of practice to identify knowledge mobilization gaps and opportunities and assist teams with incorporating and applying knowledge mobilization approaches into their work
 - Support the enhancement of KMb across the organization by staying current with and sharing knowledge about leading, evidence-based KMb methods and practices through presentations, training materials & best practices for collaboration, etc.
- Support the implementation of the Partnership's KMb Measurement Framework
 - Support program areas to routinely measure and monitor their KMb activities by coordinating the data collection, data entry, analysis, and regular reporting
 - Collaborate with the Specialist, Monitoring, Evaluating and Impact Reporting to support the Partnership's overall performance measurement strategy through aggregate reporting of KMb effectiveness and impact across the organization.
 - Work closely with the Analytics team to ensure an appropriate analysis plan is executed
 - Undertake activities related to analysis including data entry, tracking data, preparing data files, reports etc.
 - Support onboarding of new staff as it relates to KMb measurement and evaluation
 - Update and maintain the Partnership's measurement toolkit and support its uptake across the organization.
- Support the ongoing adaptation of the KMb Measurement Framework and contribute to planning and execution of broader evaluation at the Partnership
 - Under the direction of the Manager, Knowledge Mobilization Strategy and working closely with the Director, Expert Lead and the KMb Measurement Working Group:
 - Continue to adapt the KMb Measurement Framework based on feedback from internal and external stakeholders
 - identification/modification of indicators, develop evidence-based data collection tools that facilitate reporting on knowledge mobilization indicators to program teams, Board of Directors and Health Canada

- Collaborate with colleagues across teams on matters related to measurement, and evaluation
- Lead the ongoing KMb reporting process to ensure relevance and alignment to the Partnerships Performance Measurement Strategy including evaluation
 - Collaborate with Strategy and Evaluation, IT, Digital Strategy and Analytics teams on methods to optimize compilation of data
 - Design, test and/or revise various report templates to ensure the results from the analysis is communicated effectively to various audiences including Health Canada, Board of Directors, Program Areas and partners
 - Interpret results of KMb effectiveness data and in collaboration with the Strategy and Evaluation Analyst, provide program teams and senior management with a summary report of areas that require improvement, along with potential strategies for optimization
- Assist the Manager, Knowledge Mobilization Strategy, Expert Lead and Director, Knowledge Mobilization as required

General Accountabilities

- Drive innovation and culture change by reinforcing a collaborative culture
- Responsible for the development and maintenance of strong relationships with internal and external partners
- Support division strategy and goals, allocating resources and delivering results on time and within budget
- Support Manager/Director accountabilities, strategic priorities and cross-cutting functions

Division of Time by Area of Accountability

Delivering Core Mandate: 60-70%

Driving Collaboration: 20%

Supporting Manager/Director: 10-20%

Essential Skills and Attributes

- Experience executing knowledge mobilization projects with a focus on implementation and/or evaluation
- Knowledge of, experience with, and enthusiasm for the use of effective methods and tools to support measurement and/or evaluation of Knowledge Mobilization activities
- Knowledge of best practices in process management and continuous improvement
- Proven skills in performance measurement
- Highly detail-oriented and organized with respect to data analysis, documentation, and written communication
- Excellent analytical, interpretive and problem-solving skills
- Ability to proactively manage change
- Ability to prioritize and multi-task within a fast paced environment
- A commitment to collaboration and a joint-accountability approach
- Demonstrated capacity for handling ambiguity and complexity
- Excellent oral and written communication skills to prepare and deliver reports
- Strong organizational skills and the proven ability to manage multiple projects, workflows and timelines
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Experience and Education

- Masters level preferred in health and/or business (e.g. healthcare administration, business management, health services research, implementation science, knowledge translation, performance measurement, or other related field)
- Minimum of 3 years' experience working in an environment that provided exposure to research methods, Knowledge Mobilization, implementation or measurement/evaluation (e.g. research department, academic institution, healthcare agency, clinical setting or government experience)
- Proven experience in development of measurement frameworks and data collection tools. Direct experience in measuring knowledge mobilization or behavior change an asset.
- Experience conducting research activities, including data collection & analysis (both quantitative and qualitative), literature reviews and health research database searches, in support of knowledge mobilization and evaluation initiatives
- Experience in using Kmb or behavior change theories to design and conduct research or evaluation an asset
- Experience in the development and delivery of training materials to support effective measurement and reporting practices an asset
- Quality improvement certification an asset
- Highly proficient with Microsoft office products, specifically MS PowerPoint, Visio, and Excel as well as web-based data collection tools