

VACANCY/POSTE VACANT:

Senior Analyst

REPORTS TO/SUPÉRIEUR HIÉRARCHIQUE:

Senior Manager, KTE & Education, P&CC

LOCATION/EMPLACEMENT:

Downtown Toronto Subway location on University Ave

STATUS/SITUATION:

Temporary Full Time (until March 31, 2013)

No. of VACANCIES/Nombre de POSTES VACANTS: One hire

POSTING DATE/DATE D’AFFICHAGE:

September 5, 2012

POSITION SUMMARY/RÉSUMÉ DU POSTE:

Prevention & Cancer Control (PCC) is a new division at Cancer Care Ontario (CCO) that brings together cancer prevention, screening, surveillance and research into a single organizational entity, with the express intent of strengthening linkages between CCO's expertise in surveillance and research and the implementation and operation of cancer prevention and screening programs, as outlined in the Ontario Cancer Plan.

This position is part of the KTE & Education team within the Knowledge Translation and Exchange (KTE) & Education unit. This position advises on KTE planning and is the lead support in implementation of KTE product development and dissemination. The program is also expanding in the areas of e-tools and new interventions, as well as developing and implementing evaluation methods for this area of work. The Senior Analyst will have a significant role in planning and implementing the KTE & Education activities. Subject matter expertise is required in the three programs of breast, colorectal, and cervical cancer screening.

KTE activities are developed and executed with subject matter and other experts with the goal of meeting KTE's cancer screening objectives.

RESPONSIBILITIES/RESPONSABILITÉS:

The key responsibilities of this position are/Les principales responsabilités de ce poste sont:

- Manages the development, implementation, delivery and evaluation of a range of knowledge products for a variety of audiences, primarily of primary care providers and the public. This includes development and management of project plans, best practice tools and guides; the production of paper and electronic education materials and just in time access to knowledge products.
- Prepares reports, briefings, key messages, FAQs, and presentations for a variety of internal and external audiences.
- Works with CCO staff and external vendors on cross functional collaborative teams to the above end.
- Performs in a leadership role in various program related policies, activities and initiatives.

- Organizes, oversees and supports internal working groups and advisory committees involved in policy development and operational planning.
- Identifies issues and risks in a timely manner.
- Promotes team work and collaboration, working with people from different disciplines.

QUALIFICATIONS/QUALIFICATIONS:

- An undergraduate Degree in Health Sciences, Information Management, Health Administration or Health Informatics or related field, or recognized equivalent, is required.
- Some certifications in project management or business administration preferred.
- Ten or more years of related analytical experience in Health Care (Promotion, Education), Health Informatics, Health Policy or Clinical background
- Thorough knowledge of project management and applicable industry experience in working on projects that support client groups.
- Ability to work autonomously in setting objectives and expectations and in tracking budget, resource allocation and performance.
- Recognizes the audience to whom they are communicating and addresses appropriately.
- Proven ability to problem solve and provide thorough and practical solutions to a wide range of complex problems and approach challenges proactively.

More about Cancer Care Ontario:

Cancer Care Ontario (CCO) -- an Ontario government agency -- drives quality and continuous improvement in disease prevention and screening, the delivery of care and the patient experience, for cancer, chronic kidney disease and access to care for key health services.

Known for its innovation and results driven approaches, CCO leads multi-year system planning, contracts for services with hospitals and providers, develops and deploys information systems, establishes guidelines and standards and tracks performance targets to ensure system-wide improvements in cancer, chronic kidney disease and access to care.

Our website is at:

<http://www.cancercare.on.ca>

We are guided in most part by the Ontario Cancer Plan at:

<http://www.ontariocancerplan.on.ca>

Information about Ontario's ColonCancerCheck program managed by Cancer Care Ontario can be found at:

<http://www.coloncancercheck.ca>

Cancer Care Ontario manages the medical procedures wait times information system for all Ontarians at:

<http://www.ontariowaittimes.ca>

View our listing of all other CCO current postings at:

<http://www.cancercare.on.ca/careers>

Cancer Care Ontario is a HOOPP pension plan employer, see the details at: <http://www.hoopp.ca>

Resume Format: If you elect to apply, please prepare a basic, text-based version of your resume to paste into the text resume application box. Then, near the end of the application process, even after clicking on 'Submit', you will be invited to attach up to three separate files to your application. Please make one of these attached files your formatted resume in either a .doc, .rtf, or .pdf format.

À propos de Action Cancer Ontario :

Action Cancer Ontario (ACO) est un organisme du gouvernement de l'Ontario qui cherche à susciter la qualité et l'amélioration continue touchant la prévention et le dépistage de la maladie, la prestation des soins et l'expérience des patients atteints d'un cancer, les maladies rénales chroniques et l'accès aux soins de santé essentiels.

Réputé pour ses innovations et ses approches fondées sur les résultats, ACO assure la planification pluriannuelle du réseau, établit des contrats de service avec les hôpitaux et les fournisseurs, élabore et met en œuvre des systèmes d'information, établit des lignes directrices et des normes et assure le suivi de ses objectifs de rendement pour susciter des améliorations dans l'ensemble du réseau au plan de la lutte contre le cancer, des maladies rénales chroniques et de l'accès aux soins.

Notre site web est à l'adresse :

<http://fr.cancercare.on.ca/>

Nos activités sont orientées en grande partie par le Plan pour la lutte contre le cancer en Ontario :

<http://fr.cancercare.on.ca/common/pages/UserFile.aspx?fileId=122821>

Vous trouverez de l'information à propos du programme ContrôleCancerColorectal de l'Ontario, qui est géré par Action Cancer Ontario, à l'adresse :

<http://health.gov.on.ca/fr/public/programs/coloncancercheck/>

Action Cancer Ontario assure la gestion du système d'information sur les temps d'attente avant les interventions médicales pour l'ensemble de la population de l'Ontario :

<http://www.health.gov.on.ca/fr/public/programs/waittimes/>

Pour consulter la liste de tous les autres postes actuellement offerts par ACO :

<http://www.cancercare.on.ca/careers>

Action Cancer Ontario est un employeur qui contribue au régime de retraite HOOPP :

<http://hoopp.com/Home-Page.aspx?LangType=3084>

Action Cancer Ontario (ACO) est un organisme qui vise à assurer des services et des communications accessibles. Pour recevoir ce document en tout ou en partie sous une autre forme ou en anglais, veuillez communiquer avec le service des Affaires publiques de ACO, au (416) 971-9800, ou avec ATS au (416) 217-1815 ou à l'adresse publicaffairs@cancercare.on.ca

To Apply:

- ✓ Please forward your cover letter and resume to: kimberly.mundy@cancercare.on.ca.
- ✓ Please copy and paste the name and posting number of the job into the subject line of your email.