

Position Title:	Senior Editor, Partnered Health Information Resources
Service:	Knowledge Exchange
Reports to:	Manager, Publications Development
Position(s) Supervised:	none
Status:	Fulltime, permanent
Location:	Toronto, Ontario
Posting Date:	September 4, 2014

About CATIE

CATIE is Canada's source for up-to-date, unbiased information about HIV and hepatitis C. We connect people living with HIV or hepatitis C, at-risk communities, healthcare providers and community organizations with the knowledge, resources and expertise to reduce transmission and improve quality of life.

Primary Role:

Responsible for curating the health information resource collection offered through the CATIE Ordering Centre, including oversight, review, planning and partner relations. Manages partnered health information resources development projects, including concept development, partnership coordination, contract supervision, content development and editing, translation supervision and production management. Edits and writes medical and health information and other content for diverse communications channels, including publications, web sites, multimedia, online learning and social marketing.

Key Responsibilities:**Health Information Resource Development**

Responsible for all aspects of resource development, including:

1. Provides project management for the development of selected health information resources from initial concept to final layout, including working with partner organization and/or advisory committees, commissioning writing, editing manuscripts, managing expert review, overseeing translation and working with designers, printers and web publishers;
2. Edits, adapts and/or writes information to meet the needs of CATIE's diverse audiences;
3. Coordinates or oversees the timely flow of content through review, copy editing, translation and layout online and/or in print. Ensures production schedules are met and establishes and maintains standards for production, style, content of print and online publications;

4. Initiates self-directed learning to build a broad knowledge-base related to CATIE's content areas;
5. Other duties as assigned.

CATIE Ordering Centre Collection Management

Provides oversight and supports strategic planning for the health information resources collection offered through the CATIE Ordering Centre, including:

1. Working with the Coordinator, CATIE Ordering Centre, provides oversight of reprinting and third-party publication partnership in the CATIE collection, including inventory levels;
2. Systematically reviews non-CATIE resources (third party resources and nationalized resources) in the CATIE collection for content currency and accuracy;
3. Identifies Canada-wide information gaps in the collection;
4. Proactively seeks out, establishes and maintains relationships with publication originators and creators across Canada (e.g., ASOs, CBOs, public health units, community health centres, government agencies) with the goal of providing or developing appropriate new materials to fill those gaps;
5. Leads the review of resources identified or submitted for inclusion in the collection; provides feedback on materials to submitting organizations;
6. Arranges and manages third-party printing, nationalization and co-authorship partnerships, including partnership agreements and budgets and ensures the timely execution of annual commitments;
7. Works with the Coordinator, CATIE Ordering Centre to oversee external reporting and internal organization monitoring requirements through compilation of data on resource distribution and usage, inventory and usage trends of the Waiting Room Information Project (WRIP);
8. Liaises with appropriate CATIE departments to ensure existing collection resources and identified potential resources are integrated into other CATIE services;
9. Represents CATIE effectively at workshops, conferences and symposia and other gatherings;
10. Other duties as required.

Knowledge and Skills Required:

1. This position requires knowledge of CATIE's mandate, program direction and service philosophy, as well as a comprehensive understanding of HIV and HCV and the communities infected/affected in Canada;
2. Superior English writing and editing skills required. Fluency in written and spoken French is desirable. Knowledge of plain language, health literacy and print and online design principles an asset;
3. Analytical skills to review, assess and extract relevant concepts from medical and grey research; sensitivity and understanding of the unique requirements of publications that speak to diverse communities and cultures;

4. Demonstrated ability to initiate, build and maintain productive partnerships in the not-for-profit sector. Extensive knowledge of HIV and hepatitis C prevention and treatment organizations and networks in the Canadian context an asset;
5. Solid project management skills and knowledge of information resources development processes an asset;
6. Demonstrated ability to work independently, collaborate effectively, set priorities and work schedules to meet deadlines and the ability to be tactful, discrete and sensitive to confidential matters;
7. Ability to assist staff in the incorporation of awareness of information resources development into their respective jobs; develop teamwork and team support; encourage innovation and develop in others increased vision and commitment to goals.

CATIE is committed to employment equity and encourages applications from: people living with HIV and/or hepatitis C; visible minorities and people with culturally diverse backgrounds; people of all gender identities and sexual orientations; and people with disabilities.

Interested applicants should visit our web site at www.catie.ca .

E-mail responses preferred. No phone calls, please.

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Deadline for applications: September 19, 2014

Submit applications to: jobs@catie.ca

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the Subject line of your e-mail: **CATIE Editor**