

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE CONTROL DIVISION - EPIDEMIOLOGY & EVALUATION - LOCATION – 100 MAIN ST. W., 4th FLOOR)

PROGRAM EVALUATION COORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Epidemiology & Evaluation the Program Evaluation Coordinator (PEC) is responsible for leading, consulting, developing, coordinating and implementing evaluation activities (including research, performance measurement and continuous quality improvement) across Public Health Services. This is achieved through the provision of expertise, training, leadership, facilitation and guidance in the design and implementation of program evaluation, performance measurement and continuous quality improvement activities and deliverables.

GENERAL DUTIES

Lead, coordinate, plan, implement and execute research/program evaluation, performance measurement and continuous quality improvement activities throughout PHS to ensure evaluation activities address departmental/corporate needs and priorities.

Stay current with program evaluation, performance measurement and continuous quality improvement best practices and apply learnings to work.

Assist with the development and maintain systems to monitor performance measurement.

Consult with departmental staff in developing program situational/needs assessments and evaluations by providing methodological expertise and advice on the feasibility and value of evaluations.

Develop evaluation tools (e.g., survey, interview guide) and provide training to departmental staff to support and enhance situational/needs assessment, monitoring and evaluation activities.

Conduct and facilitate interviews & focus groups.

Facilitate large group meeting/workshops with PHS staff.

Collect and analyze data from a vast number of sources such as literature, primary and secondary data sources.

Prepare comprehensive verbal and written reports, with actionable recommendations, of the results of evaluation activities to provide evidence for program decision making.

Develop methods to ensure the dissemination, uptake and utilization of research/program evaluation recommendations and initiatives.

Disseminate evaluation results using Knowledge Translation techniques and facilitate the application of findings to practice. Translate research/program evaluation findings into actionable recommendations for operational planning.

Develop, maintain and report on performance measures to provide cost effectiveness and cost-efficiency analysis of program to demonstrate public health program efficiency, value-add and inform resource allocation.

Liaise with decision makers such as Managers, Associate Medical Officer of Health and Department Directors on program changes and development.

Liaise with internal and external stakeholders including staff, management, community key partners and programs' existing and potential clients as part of data gathering method in research/evaluation projects.

Develop grant proposals for external funding of departmental research/program evaluation activities.

Initiate and mobilize effective linkages with key community partners to establish partnerships that would increase access to information and resources.

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

Develop a budget, monitor and report on expenditures related to evaluation projects.

Participate as a Public Health Services representative on local, provincial and national research/evaluation initiatives.

Make presentations at provincial and national health or evaluation conferences.

Provide guest lecture presentations at University or College classes on evaluation activities of the Public Health Services Department.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other related duties as required.

QUALIFICATIONS

1. Masters Degree in health sciences or a related discipline.
2. Knowledge of theories and principles of public health programming including community health planning and program evaluation, normally acquired through graduate level training in Health Science or Applied Science, Public Health or Social Science with an emphasis on program evaluation.
3. Knowledge and understanding of national, provincial and local government policies and procedures particularly of social and health policies.
4. Knowledge and progressive experience with both qualitative and quantitative research/program evaluation methods.
5. Knowledge and understanding of local, provincial and national government policies that relate to public health programs (e.g. Ontario Public Health Standards).
6. Experience in ethics submissions for review by the Research Ethics Board at McMaster University or local hospitals.
7. Ability to determine appropriate qualitative and quantitative evaluation methods.
8. Knowledge of and demonstrated experience with microcomputer systems and software packages (MicroSoft Word, Excel and PowerPoint) for conducting both qualitative and quantitative analysis.
9. Knowledge of advanced statistical analysis including working knowledge of Quantitative Statistical Software such as SPSS and SAS and Qualitative Research Software such as NVivo.
10. Working knowledge of Public Health databases such as Canadian Community Health Survey (CCHS), Census (Statistics Canada), IntelliHEALTH (Ontario Ministry of Health and Long Term Care), Rapid Risk

Factor Surveillance System (RRFSS), Provincial Health Planning Database (PHPDB), Integrated Services for Children Information System (ISCIS), Integrated Public Health Information System (iPHIS), Panorama and Immunization Records Information Systems (IRIS).

11. Ability to identify and communicate organizational issues pertaining to making improvements in program planning and evaluation for deliberation to management.
12. Ability to synthesize information about a wide range of public health program goals and objectives.
13. Excellent facilitation, negotiation and public relations skills to support multidisciplinary staff.
14. Excellent written and oral communication skills, including strong interpersonal skills to collaborate with internal and external stakeholders.
15. Excellent problem solving and decision making skills.
16. Excellent knowledge translation and plain writing skills.
17. Demonstrated ability to work both independently and in a group.
18. Well-developed project and time management skills, ability to concurrently manage a variety of projects and priorities.
19. Credentialed Evaluator Status with the Canadian Evaluation Society (or ability to meet all eligibility requirements for Credentialed Evaluator Status) would be an asset.

THIS POSITION REQUIRES A VALID GLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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