

## CITY OF HAMILTON

**HEALTHY & SAFE COMMUNITIES DEPARTMENT**  
**(CHILDREN'S & COMMUNITY SERVICES DIVISION – PERFORMANCE, PLANNING & EVALUATION –**  
**LOCATION – 28 JAMES ST. N., 6TH FLOOR)**

**EARLY YEARS SENIOR RESEARCH ADVISOR**

**SUMMARY OF DUTIES**

Reporting to the Manager, Performance, Planning & Evaluation, the Early Years Senior Research Advisor is responsible for a full range of research and evaluation, policy development, human services planning, and project management activities to support the Early Learning and Childcare Initiatives in Hamilton. The Early Years Senior Research Advisor leads a small team that undertakes research, contributes to program and policy development, evaluates program effectiveness, assesses service capacity and contributes to the establishment of future Early Years planning priorities such as the Canada Wide Early Learning and Child Care plan and the City of Hamilton's Early Years Community Plan while working collaboratively with other municipal departments, EarlyON Child and Family Centres, Early Years service providers, the Ministry of Education, other government agencies, and community stakeholders.

**GENERAL DUTIES**

Provides leadership to, and collaborates with, early years agencies to enhance program delivery by responding to community needs through the dissemination of data to identify gaps, duplication and outreach requirements based on research, demographics, health indicators and trends.

Develops strategies to enhance service capacity and inform program planning.

Develops, supports and co-ordinates city wide research projects related to early learning and child development.

Directly supervises employees with responsibility to oversee the day to day operations of the business unit including scheduling, establishing priorities and delegation of duties to staff, ensuring maximum utilization of human resources.

Monitors and evaluates employee performance, career development and succession planning activities. Motivates and encourages employees to achieve high levels of performance and productivity through open and transparent setting of goals and expectations which are aligned to the City's strategic plan and departmental goals and objectives.

Provides consistent feedback, coaching, recognition and developmental support. Offers opportunities to facilitate employee growth and development. Responsible for the hiring, orientation, training coordination, scheduling, attendance management, disciplining and performance evaluations of employees. Coaches and mentors staff through support and guidance for staff development as required.

Approves vacation and flexible work arrangements keeping with the operational needs of the Children's & Community Services Division. Prepares evaluation reports and presentations effectively communicating issues, trends, analysis and recommendations.

Collaborates on the analysis and dissemination of the results of the Early Development Instrument (EDI), in collaboration with local boards of education and relevant community stakeholders, to support local planning and policy development to enhance the early year's service system.

Provides support and training to Ontario Early Years Centre (OEYC) program staff and other agencies receiving early years funding on the management of data collection and evaluation.

Develops, implements and analyzes Geographic Information System (GIS) databases and/or applications to support planning, policy development, and program delivery related to the early years system.

Facilitates the sharing of data between service agencies, different levels of government, universities and school boards and negotiates agreements between and with partners with regard to use of.

Establishes linkages and partnerships with senior leaders in the early years system to disseminate information and inform policy development and planning related to the Early Learning and Childcare Initiatives.

Represents the division/department on various corporate work groups and committees on an as needed basis. Represents division/department on various community work groups and committees as outlined in the Early Years Community Plan.

Links community partners to take advantage of funding opportunities. Provides data and outcome measures information to support funding proposals.

Provides decision makers with evidence based information and advice to inform Ministry and City policy, planning and budget decisions.

Informs and supports the coordination preparation and monitoring of annual budget for area of responsibility. Reports regularly on the status of projects, tasks, program evaluations and other related activities to community partners and the Ministry of Education

Prepares reports of research and/or evaluation findings including action recommendations for senior management and/or Council.

Responds to inquiries about the Early Learning and Childcare Initiatives from public, community partners, media, City departments, and other government agencies.

Provides coordination of and recommends the hiring of contract work related to the research and planning functions as well as the supervision of students.

Participates in province-wide and regional networks of early years researchers and policymakers related to early child development and learning.

Perform other duties as assigned which are directly related to the responsibilities of this position.

Works 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 .

## **QUALIFICATIONS**

1. Master's level education in the social sciences, public health or human development field, program evaluation, policy analysis or other related area or equivalent work-related experience and training.
2. Proven leadership and supervisory/management skills with an emphasis on the ability to influence and build collaborative relationships across a broad spectrum of internal and external stakeholders. Demonstrated experience as a supervisor to lead change within a complex environment and manage diverse stakeholders needs and interests, preferably in a unionized environment.
3. Strong statistical analysis and data visualization skills (such as graphs, tables, maps, infographics, dashboards, etc.) using SPSS/SAS, Excel, ArcMap (GIS) or related programs.
4. The ability to articulate and effectively present a vision, concepts and recommendations to a wide variety of audiences.

5. Excellent project management, leadership, facilitation, negotiation and mediation, communication, presentation, interpersonal and organizational skills.
6. The ability to deal effectively with government officials, representatives of other levels of government, management, peers, staff, community partners and the general public.
7. Demonstrated knowledge of policy, programs, relevant legislation and the implications of political influences that affect the delivery of early years services.
8. Excellent verbal and written communication skills.
9. Demonstrated ability to work in a variety of interdisciplinary teams.
10. Ability to travel within the community and southern Ontario. Knowledge of early child development and parenting would be a strong asset.

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

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