

## Program Lead

**Term: We are recruiting 2 Program Leads. Below are the terms for each:**

- Program Lead, supporting the Health Policy portfolio (Permanent)
- Program Lead, supporting the Health Innovation Programs portfolio (1-year contract)

**Salary Range:** \$61,600 - \$77,000

**Location:** Our head office is located in Ottawa, Ontario, however we welcome remote work outside Ottawa or a blend of onsite/work from home if the candidate is from the Ottawa area. Note that all staff are currently working from home and no travel is permitted. We are continually reassessing during the pandemic.

**Deadline to apply:** August 15, 2021

**How to apply:** Visit <https://hecesc.bamboohr.com/jobs/>

Healthcare Excellence Canada is seeking **2 full-time Program Leads** to join our team. Below are the portfolios the Program Leads will support:

- 1) **Health Policy (Permanent):** The Health Policy portfolio catalyzes policy improvements in health systems by supporting health leaders and systems to navigate through complex problems using a variety of methods. The Health Policy team works with HEC programs and collaboratives to develop internal capacity and knowledge about applying a policy lens to program work, in order to identify policy enablers and barriers, as well as potential opportunities to support policy change. As a support service internally and to governments and other health systems stakeholders, the team supports policy intervention processes on identified issues, by using products like: policy briefings, environmental scans, policy labs, and policy roundtable dialogues on priority policy topics that support HEC's operational plan and/or have been identified through policy consultations with stakeholders.
- 2) **Health Innovation Programs (1-year contract):** Working closely with valued partners and stakeholders, the Health Innovation Programs team designs, delivers, and evaluates a suite of activities, including collaboratives, that support the identification, spread and scale of innovative models of care to improve the quality and safety of care within and across health systems, as well as the dissemination of key learnings from these activities. Our current activities include the [Advancing Frailty Care in the Community \(AFCC\)](#) and the [Paramedics and Palliative Care](#) pan-Canadian collaboratives, as well as scoping, identification and design of new programming and special projects that improve healthcare, with, and for – everyone in Canada.

### **Your core responsibilities would include:**

- Leading project management and accountability for deadlines/deliverables for HEC programs.
- Supporting environmental scanning for program design.
- Coordinating and communicating program events and activities with external teams, faculty, coaches, partners, and stakeholders.
- Data collection and reporting to support evaluation and performance measurement.
- Tracking, reconciliation of program budget and payment processing.

### **Education and experience you will need to have:**

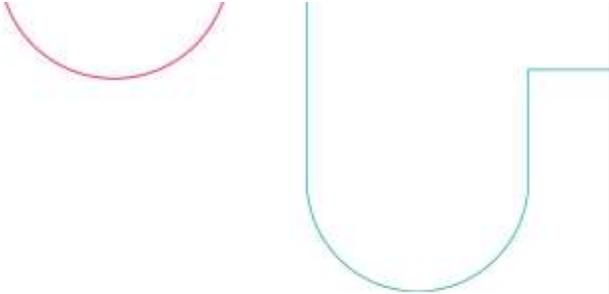
- Relevant Bachelor's degree (Master's level preferred) in health policy, healthcare improvement, public health, epidemiology, community health, or related discipline, or a combination of education and experience.
- Three (3) years of progressive experience in a similar function.
- A demonstrated ability working in health and healthcare, particularly healthcare policy improvement.
- Excellent project management skills including the ability to plan and carry out broad assignments including planning and coordinating large and small meetings where complex subject matter is discussed, often involving collaborative efforts, ensuring their timely completion.
- Extensive and superior research, analytical and technical skills including an ability to independently execute each phase of an analysis.

### **And even better if...**

- You are bilingual in English and French (English communications at Advanced "C" level).
- You have advanced software skills including word processing, spreadsheet, presentation, database, electronic mail and calendaring.
- You understand statistical terms and concepts and possess a strong data management background supporting healthcare analytics.

### **You will be a great fit for this role if you have:**

- Excellent written communication skills, including experience writing research summaries and reports and an ability to summarize, interpret and synthesize complex information.
- Excellent interpersonal and oral communication skills including experience developing and maintaining strategic partnerships and networks of stakeholders.
- An ability to demonstrate complex problem-solving skills requiring probing for information to determine the nature of the problem; developing unique solutions; comprehension of highly complex material.
- An ability to multi-task and manage multiple competing priorities simultaneously.
- A high degree of tact and diplomacy to deal with high profile external contacts.
- The ability to be well organized and attentive to details.

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- The ability to work in a virtual environment and across many meeting platforms.
  - The ability to work in a self-directed fashion making optimal use of time.
  - The ability to work well in a small, dynamic and highly motivated team.

*Healthcare Excellence Canada is an equal opportunity employer and is committed to the principles of Employment Equity. We encourage applications from all qualified individuals, including visible minorities, Indigenous persons, and persons with disabilities. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.*