

JOB POSTING

Position Title:	Editorial Team Lead
Department:	Evidence Development & Standards
Reports To:	Manager, Operations
Location:	Toronto
Number of Positions:	1
Status:	Regular Full-time
Posting Period:	June 27 – July 11, 2017
Competition Number:	2017-086

Health Quality Ontario (HQO) is the provincial advisor on the quality of health care in Ontario, evaluating the effectiveness of health care technologies and services, providing evidence-based recommendations, reporting to the public on the quality of the health system, and supporting the spread of quality improvement throughout the system.

THE OPPORTUNITY

Health Quality Ontario is seeking an Editorial Team Lead, to join our organization. In this newly created role, this Editorial Team Lead will be responsible for supporting the Quality Standards (QS) program. This team produces quality standards that are grounded in the best evidence, outline for clinicians and patients what quality care looks like, and meet the desired objectives of Health Quality Ontario's mandate.

Under the supervision of the Manager of Operations and working closely with Quality Standards teams within the Evidence Development and Standards (EDS) branch and other branches across the organization the Lead will apply strong editorial and writing skills to a variety of quality standards documents. The Lead will also be responsible for assigning editorial staff to Quality Standard projects, overseeing and providing day-to-day direction to the writing and editing team to ensure quality and timelines are met for the successful completion of quality standards documents. The Lead will also support the broader writing team on cross-branch activities, as required.

WHAT CAN I EXPECT TO DO?

Team Lead Activities

- Lead the development of documents to translate knowledge to practice, collaborating with cross-branch colleagues to support evidence-based content development and ensure documents reflect key messages and desired objectives
- Support the work of QS writing and editing team across several branches of the organization by providing day-to-day direction regarding writing and editing, and timelines (the different materials being created are each directed at different audiences – clinicians, patients and their caregivers, and system planners). The Editorial Team Lead for Quality Standards should have the skills and experience to write and edit for varying types of audiences
- Lead the quality assurance writing and editing process of QS materials
- Monitor and track QS editing progress according to timelines, provide guidance and mentorship to the team, and escalate issues to the Project Manager and Manager, as required
- Work with the QS, Quality Improvement, Patient Engagement, and Communications teams to develop and update customized templates for materials based on the specific audience

- Edit and proofread quality standards, as well as health technology assessments or other Health Quality Ontario reports, as required, applying plain language principles and using inclusive language
- Work with the Manager and Project Manager to streamline report-development processes
- Work with the Graphic Production Artist to incorporate design and content changes
- Work with translators and colleagues to ensure that French translations are consistent and reflect our meaning
- Provide minor edits in French texts post-translation, as needed
- Work with Project Manager and Senior Communications Advisor to update the QS dashboard on the HQO website
- Participate in the HQO writing community (known as INKWELL) to fuel writing and editing best practices across all branches, occasionally through presentations to the community
- Work with Manager and the Editorial Team Lead, Health Technology Assessments, to coordinate and manage editorial resources for EDS
- Work with the Editorial Team Lead, Health Technology Assessments, to initiate and lead efforts to create and update writing-related guidelines
- Support colleagues by providing guidance with technical issues (e.g., in Word and EndNote)

Editing Knowledge

- In-depth knowledge of writing, editing and publishing processes
- Knowledge of the different styles of writing needed for the different materials / audiences
- General understanding of the Ontario health care system and key audiences
- Experience applying plain language principles to technical documents for a variety of target audiences
- Awareness of inclusive language
- Ability to write direct-to-consumer, as well as for clinicians and systems planners
- Strong capability in editing content for mechanics, including correct grammar and Canadian spelling
- Excellent knowledge of communication and writing techniques and practices
- Strong understanding of clinical terminology and research findings
- Experience editing complex medical/health-related studies and assessments
- Knowledge of techniques and theories related to the development of communication materials
- Awareness of HQO's programs, services, and priorities

Relationship Management

- Develop strong relationships with colleagues across the organization to understand business and operations activities and writing needs
- Collaborate with colleagues to ensure products are delivered on-time and meet our standards for quality

HOW DO I QUALIFY?

To be considered for this opportunity, you will have:

Education:

- Bachelor's degree, preferably in a communications or health sciences field. Master's degree preferred

Experience:

- 7+ years of editorial/writing experience for professionals and for patients
- Experience not only applying plain language principles and inclusive language, but also writing with a direct-to-consumer user-friendly tone and style
- Expertise using word processing, spreadsheets, databases, and EndNote
- Advanced MS Word skills—for auto styles, table of contents auto-generation, track changes, etc.
- Experience using *American Medical Association Manual of Style*

Preferred Technical Skills:

- Certification from the Editors' Association of Canada
- Project management experience preferred
- Working knowledge of French

Key Competencies:

- Exceptional organizational and time-management skills; ability to work toward deadlines and in a fast-paced environment
- Detailed oriented, to ensure accuracy and clarity
- Mature leadership experience in building strong relationships and achieving consensus
- Exceptionally strong written and oral communications skills
- Advanced ability to influence, persuade, and negotiate to achieve desired outcomes
- Ability to deal effectively with colleagues from different disciplines with varying degrees of experience
- Team player
- Ability to complete tasks, as assigned, in a timely manner with high-quality results
- Extensive proficiency in Outlook, Word, Endnote, PowerPoint, and Excel

Key Organizational Competencies:

- **Think Strategically.** Able to relate the theory and practice of strategies that support, implement and drive relevant HR principles and best/leading practices
- **Develop People.** Exhibits a commitment to developing others. Demonstrates outstanding team building to build a high functioning and high performing team
- **Act as one organization.** Works cooperatively in teams, harnessing the best out of team members, and resolving conflicts. Maintains a strong presence as a leader
- **Nurture partnerships and relationships.** Able to develop, cultivate and leverage positive working relationships and partnerships, both internally and externally. Values diversity and demonstrates respect for others
- **Build credibility** through commitment to ethical behaviour. Exercises sound judgement and is decisive, including confidential/sensitive situations where the use of discretion is required
- **Being Agile** by proactively shaping and thriving in complex and changing environment

Qualified applicants are invited to submit a covering letter and resume to HQORes@hqontario.ca by 4:30 p.m. on the closing date, quoting the above competition number as well as your name. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

Health Quality Ontario is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources

For additional information on Health Quality Ontario, please visit our website at www.hqontario.ca.