

JOB POSTING

Position Title:	Editorial Team Lead
Department:	Evidence Development and Standards
Reports To:	Manager, Operations
Location:	Toronto
Status:	Regular Full-time
Posting Period:	June 5, 2018 to June 19, 2018
Competition Number:	2018-091

Health Quality Ontario is the provincial advisor on the quality of health care. With the goal of excellent care for all Ontarians, Health Quality Ontario reports to the public on how the system is performing, develops standards for what quality care looks like, evaluates the effectiveness of new health care technologies and services, and promotes quality improvement aimed at sustainable positive change. Visit www.hqontario.ca for more information.

THE OPPORTUNITY

Health Quality Ontario is seeking an Editorial Team Lead, to join our organization. The Editorial Team Lead will be responsible for supporting the Health Technology Assessment (HTA) program in producing high quality reports to support the delivery of evidence-based content that meets the desired objectives of Health Quality Ontario's mandate.

Under the supervision of the Manager of Operations and working closely with the HTA Director and HTA team 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 HTA reports. The Lead will also be responsible for assigning editorial staff to 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 the HTA reports. 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 reports reflect key messages and desired objectives
- Support the work of HTA 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).
- Lead the quality assurance writing and editing process of HTA materials
- Monitor and track HTA editing progress according to timelines, provide guidance and mentorship to the team, and escalate issues to the Manager, as required

- Work with the Manager and Project Manager to streamline report-development processes
- Work with translators and colleagues to ensure that French translations are consistent and reflect intended meaning
- Work with Digital and Communication teams to update the HTA 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, Quality Standards, to coordinate and manage editorial resources for EDS
- Work with the Editorial Team Lead, Quality Standard, 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

- Edit and proofread quality standards, or other Health Quality Ontario reports, as required, applying plain language principles and using inclusive language
- Apply knowledge of writing, editing and publishing processes for different styles required for the different materials / audiences
- Edit content for mechanics, including correct grammar and Canadian spelling

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 or master's degree, preferably in a communications or health sciences field

Experience:

- 7 years of editorial/writing experience for professionals and for patients, applying plain language principles and inclusive language
- 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*

Key Competencies:

- 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
- 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
- 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:** Think broadly to build long-term success; understand health care system impacts and maintain internal alignment.
- **Develop People:** Grow leadership capacity by investing time and resources to attract, retain and develop people. Build skills.
- **Be Agile:** Quickly respond to and shape an ever-changing health care system. Adapt, navigate and thrive in changing circumstances.
- **Act as One Organization:** Align on and build consistent business processes; set standards to ensure effective, quality health care delivery.
- **Nurture Partnerships and Relationships:** Cultivate effective and influential working relationships (internal and external) and collaborate to achieve mutually beneficial goals. Work effectively across the system.
- **Build Credibility:** Take personal ownership for delivering results and adding value in every interaction. Continually earn our place as a critical player in the Health Care landscape.

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.