

## JOB POSTING

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| <b>Position Title:</b>     | Senior Program Advisor                 |
| <b>Department:</b>         | Health Technology Assessment           |
| <b>Reports To:</b>         | Director, Health Technology Assessment |
| <b>Location:</b>           | Toronto, ON                            |
| <b>Status:</b>             | Regular Full-time (36.25 hours/week)   |
| <b>Posting Period:</b>     | March 9 - March 23, 2018               |
| <b>Competition Number:</b> | 2018-054                               |

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](http://www.hqontario.ca) for more information.

### THE OPPORTUNITY

Reporting to the Director of the Health Technology Assessment (HTA) Program and working in a team environment, the Senior Program Advisor will play key roles in ensuring that the HTA Program evolves to meet changing needs, supporting the function of the Ontario Health Technology Advisory Committee and the intake and prioritization of new HTA topics. As a member of the HTA Program, the Senior Program Advisor will work with the management team and team members (i.e. medical librarians, clinical epidemiologists, health economic team members, and members of operations team, etc.) to continually assess and suggest improvements to the reach, usefulness, and use of the HTA Program and its reports.

### WHAT CAN I EXPECT TO DO?

#### HTA Program Development

- Support the continual development and improvement of the HTA Program through ongoing surveillance of system issues, completion of environmental and horizon scans and other information gathering processes to identify trends, gaps, and issues relating to the evaluation and use of health technologies (i.e., medical devices, health services, drugs, vaccines, etc.) in provincial, national, and international health systems.
- Working closely with HTA team members to determine the relevant policy issues for technologies under review and considered for prioritization.
- Provide strategic and policy analysis to support the Director, HTA and HTA management team on policies, options, legislation, and issues management as it relates to the health technology assessment program.
- Identify and analyze emerging issues and trends and apply research and analysis techniques to provide early awareness to the health technology assessment program of relevant program initiatives to consider and technologies for review or re-evaluation.

- Prepare briefing notes and other relevant material submissions for management and senior leadership meetings.
- Under the guidance of the Director, HTA, liaise with team members across HQO, external stakeholders and health system partners as needed to support the development of the HTA Program.
- Participate in cross-branch committee meetings, internal and external working groups, and special projects as needed.
- Evaluate programs including completing environmental scans and impact analyses using quantitative and qualitative method and advise on possible best strategies for adoption.

### **Committee Support**

- Attend committee meetings and support the function of the OHTAC and associated sub-committees and working groups in collaboration with other team members.
- Present at committee meetings at the discretion of management.

### **Prioritization of HTA topics**

- Support the HTA topic prioritization process for the HTA Program by corresponding with applicants, evaluating and triaging applications, and collaborating with team members as needed to develop vignettes.
- Work with the Managers of Health Economics and Clinical Reviews to coordinate the development of vignettes for topic prioritization for each prioritization cycle.
- Schedule team meetings and prioritization working group meetings to support the prioritization of topics for OHTAC and any associated sub-committees and working groups.
- Work with the Manager of Operations, and team to provide up-to-date tracking of the HTA applications to the program and work with other team members to maintain the accuracy of the information posted on the HTA dashboard.
- Support the continual development and improvement of the HTA prioritization process.

### **HOW DO I QUALIFY?**

To be considered for this opportunity, you will have:

#### **Education:**

Master's degree in a health discipline (e.g., health technology assessment, health science, health policy or health administration, health informatics).

#### **Experience:**

5 years of related work experience.

#### **Key Competencies:**

##### **Technical Knowledge**

- Strong understanding of health technology assessment and research methodology as it relates to health policy.
- Understanding of the role of Health Quality Ontario, the Ontario Health Technology Advisory Committee, its relevant sub-committees and the complexities of committee governance, protocols and structure.
- A solid understanding of the complexities of the Ontario Health Care system, including cross sector and multi-sectorial relationships.

- Demonstrated knowledge and experience in program development and evaluation, strategic planning, and government decision-making processes.
- The ability to interpret and apply knowledge of relevant legislation and regulations pertaining to health and health systems management to the work of the health technology assessment program.
- Demonstrated proficiency in information gathering and analytic techniques to identify and analyze system emerging issues, trends, and gaps to inform the development of the HTA program.

### **Project Management and Planning Skills**

- Proven project management skills to manage multiple projects and initiatives pertaining to the HTA program and branch goals.
- Demonstrated skills to lead projects and manage time to achieve agreed-upon goals and targets.
- Proven ability to manage contentious issues and provide risk management.
- Ability to use excellent judgment within the scope of duties.
- Understands and comfortable in complexity and ambiguity.

### **Negotiation and Collaboration Skills**

- Experience developing collaborative working relationships.
- Proven conflict resolution, problem solving, negotiation and consensus building skills to facilitate meetings and gain support from a variety of partners, clients and staff.
- Excellent skills in planning and negotiating agendas and recording minutes of meetings.
- Ability to build key relationships and manage partnership consultations with internal and external stakeholders, colleagues, committee members, and the public.

### **Communication and Team Working Skills**

- Ability to work within a team or independently when needed.
- Excellent oral and written communication skills to communicate effectively and constructively, prepare clear and concise presentations, reports and communications materials to support decision making.
- Excellent meeting minute writing and documentation.

### **Computer Skills**

- Demonstrated proficiency with word processing, spreadsheets, email applications.
- Ability to use software tools effectively for communications and for project tracking and reporting.

Compensation Group: AMAPCEO  
Salary: \$75,513.80 – \$97,897.63 per annum  
Job Code: 20APA

### **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](mailto: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](http://www.hqontario.ca).*