

Position Title:	Associate Director, Education
Service:	Knowledge Exchange
Reports to:	Director, Knowledge Exchange
Position(s) Supervised:	Four (4): Regional Health Education Coordinators
Status:	Full-time
Location:	Toronto, Ontario
Posting Date:	October 26, 2018

A. About CATIE:

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care and treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

B. Primary Role:

The Associate Director, Education leads the team which is responsible for the development and delivery of HIV and HCV content to frontline service providers. Specifically, the Associate Director, Education has four (4) key areas of responsibility: i. Team Leadership; ii. Blended Learning; iii. CATIE's Webinar Series; and, iv. CATIE Inquiry Services. Located at the CATIE office in Toronto, this full-time position is supervised by the Director, Knowledge Exchange, and supervises four (4) Regional Health Education Coordinators. This position requires occasional travel across Canada.

C. Key Responsibilities:

Job Responsibility #1: Team Leadership (55%). Leads the Education Team in the development and implementation of staff and team work plans, and ensures that the team works collaboratively with CATIE teams and external organizational partners. Serves as a member of the Management Team. Leads CATIE in developing and strengthening regional partnerships and educational conferences, including Learning Institutes and Conferences, with national and regional stakeholders (i.e., front-line service providers, researchers, policy-makers and health care professionals). Additionally, supports the development and finalization of proposals and responsible for reports to funders and sponsors.

1. Plan Development and Implementation
 - a. Development. Oversees the development and finalization of staff and team work plans, including both narrative and budget components.
 - b. Implementation. Oversees day-to-day implementation efforts of staff and team work plans to ensure the team is meeting its goals and objectives, following organizational

- and donor policies and procedures, and providing services effectively and efficiently. Included is the review and analysis of: output and outcome activity reports; budget to actuals reports; Key Performance Indicators (KPIs); and, evaluations. Based on results of these reviews, recommends updates, adjustments and/or variances to team plans for communication internally and with funders and sponsors, and training for team members, as appropriate.
2. Team Oversight
 - a. Inter-Team Communications and Workflow. Oversees all cross-team collaborations and communications, encouraging and supporting cross-team work within CATIE.
 - b. Supervision of direct reports. Meets with Regional Health Education Coordinators on a regular basis to review work plans and deliverables; provides support to ensure team efficiency and effectiveness.
 - c. Performance Appraisals and Development Plans. Oversees the completion of probational and annual performance appraisals, and supports the development of team members through mentoring, in-services, or other learning opportunities
 - d. Team Approvals. Approves Regional Health Education Coordinator travel and leave, and reviews the submission of timesheets and expense reports, in accordance with CATIE policies and procedures.
 - e. Team Recruitment. Supports the Director, Operations and Resources with the process of recruitment, including the review and/or development of job descriptions and postings, interviewing, reference checks, and the development of an orientation and on-boarding schedule.
 3. Management Team
 - a. Strategic and Annual Planning. Engages with CATIE management team in the development and finalization of a strategic plan, and annual priority setting.
 - b. Meetings. Actively participates in regular management team meetings.
 4. Representation
 - a. Regional Partnership Development
 - i. Stewards, supports and monitors the development of regional partnerships by Regional Health Education Coordinators through discussion, meetings with key partners and KPI data entry.
 - ii. Oversees the development, completion and updating of provincial profiles.
 - b. Regional Health Education Conferences. Develops, supports and monitors the annual plan for CATIE involvement in conferences, including scheduling, KPI data entry and compilation and analysis of evaluations.
 - c. Funders and Sponsors. Contributes to the development and finalization of proposals and reports. Advances new opportunities for funding consideration.

Job Responsibility #2: Blended Learning (30%). Leads and delivers CATIE Blended Learning implementation efforts, including on-line courses/ meetings, virtual meetings, in-person trainings/ events and one-off workshops.

1. Annual Implementation. Oversees the development and monitoring of the annual implementation plan, including course scheduling, KPI data entry and compilation of evaluations.
2. New and Existing Blended Learning Content. Actively participates in the development, implementation and revision of new and existing content, including interactive exercises (e.g., discussion boards, on-line meetings, in-person events).
3. One-Off Workshops. Oversees the development, implementation and monitoring of the annual plan for the delivery of one-off workshops, ensuring alignment with the Blended Learning roll-out plan and with CATIE objectives, including scheduling, KPI data entry, and compilation of evaluations.
4. Facilitator's Guide. Leads the development and monitoring of internal processes and documentation associated with Blended Learning, including manuals and guides to support the team's education work, and associated work-flow, and templates for in-person and on-line courses/ meetings.

Job Responsibility #3: CATIE Webinar Series (10%). Leads and delivers CATIE's Webinar Series, including the development and monitoring of the annual series in English and French.

1. Annual Webinar Series Plan. Leads the development and monitoring of CATIE's annual webinar series plan in collaboration with other teams, including webinar scheduling, KPI data entry, and compilation of evaluations.
2. Education Team Series. Oversees the scheduling and moderation of specific webinars led by the team.
3. French Language Series. Oversees the development and monitoring of French Language webinar equivalents.

Job Responsibility #4: CATIE Inquiry Services (5%). Leads and delivers CATIE's Inquiry Services, managing scheduling to ensure for both English and French coverage, and assuring for quality and KPI data entry.

D. Knowledge and Skills Required:

1. 10+ years of experience in similar position, or demonstrating increasing levels of responsibility; post-secondary education in health and/ or science, or a related discipline.
2. In-depth knowledge of CATIE's mandate, strategic directions and service philosophy.
3. Demonstrated experience in leading, developing and implementing organizational strategic and annual planning initiatives.
4. Proven experience in stewarding existing relationships, developing new relationships, and representation experience externally with representatives from various stakeholder groups. Demonstrated ability to develop and manage complex and sensitive community-based partnerships.
5. Experience in delivering content within adult learning methodologies.
6. Strong leadership skills with the ability to coach, mentor, supervise and motivate staff.
7. Program management skills; experience in developing and executing strategies, work plans and budgets.

8. Demonstrated ability to work independently, set priorities and work schedules to meet deadlines; and, the ability to be tactful, discreet and sensitive to confidential matters.
9. Knowledge of current developments in HIV and hepatitis C prevention, testing, treatment, care and support and the communities affected by HIV or hepatitis C; knowledge of HIV and hepatitis C prevention and treatment organizations and networks in the Canadian context; and, understanding of the information needs of service providers working with people affected by HIV and hepatitis C.
10. Experience in knowledge synthesis, translation and exchange.
11. Fluency in both written and spoken English and French highly desired, as is lived experience with HIV and/or hepatitis C.

“CATIE is committed to employment equity and encourages applications from people that identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. CATIE recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV and hepatitis C, including those with lived experience or living with HIV or hepatitis C. Additionally, accommodations are available on request for candidates taking part in all aspects of the interviewing process.”

Interested applicants should visit our website at www.catie.ca.

E-mail applications preferred. No phone calls, please.

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Deadline for applications: Friday, November 23, 2018

Submit applications to: jobs@catie.ca

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE 2329.