



Centre
for Effective
Practice

About the Centre for Effective Practice

The Centre for Effective Practice (CEP) is one of the largest independent knowledge translation organizations for primary care in Canada. We bring together knowledge, evidence, expertise, and resources to ensure frontline providers have the information they need to deliver high-quality care and improve patients' health outcomes. In Ontario alone, our work reaches over 18,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges, and associations.

As a federal not for profit organization, our objective is to identify barriers to optimal practice and produce practical solutions to address these barriers. We achieve this through the development of evidence summaries and clinical toolkits, quality improvement planning, and implementing various knowledge translation interventions including provider education, academic detailing, and integration of evidence into decision support systems. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

Position: Project Manager (E2P)

The CEP is seeking a Project Manager to support the Evidence2Practice (E2P) Ontario program – a new provincial program focused on digital integration and implementation of clinical best practices (<https://cep.health/e2p>). This is an exciting opportunity to join a first-of-its-kind program in collaboration with partner organizations across the primary and acute care space in Ontario. With strong interpersonal and leadership skills, the successful candidate will be a key member of the CEP management team, leading the organization's largest multi-year initiatives on time, within budget and within scope. We are looking for a mid-level project manager, with a passion for knowledge translation who brings significant experience in client and stakeholder management as well as provider engagement.

Responsibilities

- Take a leadership role in the ongoing oversight and execution of CEP's role across multiple workstreams including communications, evaluation, clinical and technical design and implementation.
- Build and maintain relationships with partners, clients, and stakeholders from across the primary care and acute care sectors.
- Work closely with the CEP's cross-functional team (clinical design, information services, digital and academic detailing) to align efforts, ensuring timelines and deliverables are met.

- Maintain excellent communications with external and internal team members.
- Maintain project documentation such as workplans, progress and financial reports, staffing forecasts and utilization reports.
- Contribute to the development and execution of communication and dissemination plans and collateral.
- Contribute to the management of budgets and allocation of funds in collaboration with the project lead.
- Contribute to the development of evaluation design and data collection methodology, as well as the accurate and timely production of data/reports (e.g., data quality activities, data interpretation, presentations) and presenting innovative approaches for delivering results.
- Contribute to building a cohesive team by:
 - Providing leadership by example to foster a positive team environment.
 - Developing team members by providing them with ongoing feedback and continuously soliciting own feedback.
 - Understanding and contributing to the organizational principles of diversity, accessibility, equity, inclusion and respect.
 - Recruiting, training and managing staff.
 - Clearly communicating team members' roles and responsibilities and aligning team members to the right development opportunities.
- Remain current on industry best practices.
- Report to director and manage project coordinators.
- Perform other duties as required.

Qualifications

- University degree in an appropriate health, science, social science or research-related discipline
- Master's degree in relevant field an asset
- Experience and/or good knowledge and understanding of Ontario's healthcare landscape (including relevant programs/initiatives/stakeholders)
- Demonstrated experience leading knowledge translation activities and managing projects
- Demonstrated experience leading meaningful engagement of client, partners, stakeholder, healthcare providers and people with lived experience
- Fluent in the principles of user-centered design and confident in incorporating it into product development
- Strong organizational skills, demonstrated through involvement in multiple projects with competing priorities
- Strong interpersonal and leadership skills
- Excellent communication skills, both oral and written
- High level of maturity and confidence in interacting with a wide variety of internal team members and external clients
- Independent and self-motivated

- Problem-solver with attention to detail
- Results-oriented, with a demonstrated commitment to exceeding expectations
- Comfort working in a dynamic environment and dealing with ambiguity
- Ability to work flexible hours when required

Salary range: Commensurate with experience

Closing date: This is a call for applications that will remain open until the position is filled

Location: The CEP is located in Toronto, Ontario. This position is hybrid (in office and remote).

Terms: Full time, 12-18 month contract with opportunity for extension

Start date: Immediate

COVID-19 vaccination policy: All staff are required to submit proof of full vaccination.

Please submit cover letter and resume to Berenda Sayadof (berenda.sayadof@cep.health), subject line "Project Manager E2P".

The Centre for Effective Practice is committed to diversity, accessibility, equity, inclusion and respect and encourages qualified individuals of all genders and sexual orientations, Indigenous communities, racialized groups and persons with disabilities to apply. Accommodations will be offered to all candidates taking part in all aspects of the selection process.

Due to COVID-19 and in order to maintain the safety of those we work with, all positions and interviews will be held remotely until further notice. Only short-listed and/or successful candidates will be contacted. Thank you in advance for your interest.