



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 system-level toolkits for providers and administrators. To design and execute effective approaches to improve care, we base our efforts on the highest quality clinical and implementation evidence.

Benefits of Working at CEP

- An entrepreneurial environment that prioritizes autonomy and flexibility
- Work with our collaborative, supportive (and awesome!) team
- Comprehensive health benefits package from your first day of employment
- Employer RRSP contributions
- Vacation entitlement starting at 4 weeks annually (per 1.0 FTE)
- Career development opportunities including an annual budget to pursue professional development opportunities
- Flexible hybrid working model
- Opportunity to contribute to meaningful work devoted to improving our healthcare system and sustaining it for our future

Position: Manager, Health System Transformation

The CEP is partnering with key provincial agencies to lead initiatives that will support the evolution of the delivery of primary care. We are seeking a Manager who has extensive experience working within the Canadian healthcare system, and who has a deep understanding of the primary care landscape and is aware of the challenges and opportunities to strengthen the sector. The Manager will play a key leadership role, working closely with senior leaders from across the healthcare system, and managing initiatives that have a broad range of partners and collaborators. You will play an important leadership role towards the success of these initiatives. You already have existing strong relationships with key system leaders and can easily build and maintain new strong and trusting relationships.

Responsibilities

Partner management:

- Build and maintain strong relationships with collaborators, fostering trust and collaboration.
- Ensure collaborators are engaged and informed throughout the project lifecycle.
- Address and resolve any concerns or issues promptly and effectively.

Meeting facilitation:

- Create structured agendas for meetings with senior leaders.
- Lead discussions, ensuring all participants feel heard and their input is considered.
- Facilitate meetings to ensure agenda goals are met and participants are clear on next steps.

Communication and report writing:

- Synthesize complex information and present it in a clear and concise manner.
- Prepare comprehensive project reports, summaries, and documentation.
- Draft responses to RFPs and grants, together with other team members.
- Communicate project status, issues, and successes to partners and team regularly.

Project planning and execution:

- Develop detailed project work plans with clearly defined roles, responsibilities, and milestones.
- Utilize project management tools to monitor and track project progress.
- Ensure all projects are delivered on time, within scope, and within budget.

Risk management:

- Identify potential project risks and develop mitigation strategies.
- Monitor and manage risks throughout the project lifecycle to minimize impact.

Overall leadership:

- Provide guidance and direction to project teams, ensuring alignment with project goals.
- Mentor and support team members, promoting a collaborative and high-performing team environment.

Perform other duties as required.

Qualifications

- Master's degree in an appropriate health, science, social science or research-related discipline.
- 7+ years working in a similar position.
- Experience and/or good knowledge and understanding of Ontario's healthcare landscape (including relevant programs/initiatives/stakeholders).
- Demonstrated experience leading system transformation initiatives and managing projects.
- Demonstrated experience leading meaningful engagement of client, partners, healthcare providers and people with lived experience.
- Strong facilitation skills, with experience leading discussions and meetings with senior leaders.
- Exceptional writing and communication skills, with the ability to synthesize and summarize complex information.

- Strong organizational skills, demonstrated through involvement in multiple projects with competing priorities.
- Strong interpersonal and leadership skills.
- 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: Toronto, Ontario (hybrid)

Terms: Contract position, with potential to become full-time permanent

Start date: Immediate

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.

Only short-listed and/or successful candidates will be contacted. Thank you in advance for your interest.