

Job Description

Job Title:	Evaluation Lead
Job Category:	Professional
Reports to:	Director, Measurement & Evaluation

SUMMARY

The Evaluation Lead assists with the planning, development, and implementation of HEC's evaluation activities, and related analysis in collaboration with Program Leads and key partners and ensures alignment with HEC's corporate and program Performance Measurement Framework (PMF). As part of a team, the Evaluation Lead helps to ensure that HEC has appropriate performance and evaluation evidence upon which to conduct sound analysis, make key decisions about future programming, and to account for results to its partners.

DUTIES & RESPONSIBILITIES

- Supports the implementation of HEC's evaluation strategy and activities in alignment with HEC's Logic Model and Performance Measurement Framework (PMF).
- Supports HEC programs with the design and implementation of evaluation plans, intervention projects and program level instrument design and analysis, to ensure consistent data collection, analysis and data management practices are adhered to across HEC programs.
- Participates in activities to inform new instrument design, data coding, analysis and communication of program and corporate results. This may include helping to develop or adapt evaluation methods and techniques most appropriate for HEC initiatives (e.g., social network analysis, real-time data collection, indicator development) based on best practices.
- Responsible for "telling the story" of HEC programs using evaluation results.
- Assists in the development, implementation, and dissemination of evaluation and performance measurement training materials and workshops.
- Compiles, analyzes, and synthesizes HEC's program evaluative data to inform HEC's strategy, ongoing evaluation, and continuous quality improvement (CQI) activities.
- Ensures that evaluation activities support data collection required for the PMF.
- Writes reports, briefings, and presentations to support ongoing HEC and program CQI and management decisions.

- Leads the planning, organizing, and debriefing of evaluation internal and external meetings (e.g., coordinating and planning agendas; recording and distributing minutes; liaising with internal staff, partners, and/or external contractors).
- Contributes to the planning and debriefing of performance measurement internal and external meetings.
- Works as part of the broader Measurement and Evaluation team to enhance knowledge sharing and ensure strategic alignment.
- Conducts environmental scans and literature reviews to identify key partners, trends and developments in health system improvement evaluation and measurement that can inform HEC's programs and strategic direction.
- Stays abreast of new methods, approaches, and developments in the field of evaluation and performance measurement. Makes recommendations for improvement within the evaluation portfolio and throughout evaluation at HEC.
- Periodically acts as back-up to other Evaluation Leads.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's degree in social sciences, health sciences, or a related field (e.g., economics, public administration, public health, epidemiology), with a quantitative research background is required.
- Credentialed Evaluator designation is preferred.
- Minimum of three (3) years progressive experience in evaluation (conducting quantitative, qualitative, and mixed methods research analysis) is required. This includes applying quantitative and qualitative methodologies, coding and cleaning data, and analyzing and reporting on data, preferably in healthcare or a not-for-profit (NFP) organization.
- Bilingual in French and English is preferred (English communication skills at Advanced "C" level required).
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Experience using statistical analysis tools (e.g., SPSS) and using qualitative analysis software (e.g., NVivo) is required.
- Knowledge and experience using mixed-methods (quantitative and qualitative) approaches to research and evaluation planning, design, implementation, analysis, and reporting is required.

SKILLS & COMPETENCIES

- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: No direct/indirect reports.

Provides functional advice: Related to evaluation inquiries to other members of the team, and to staff as required.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels.

External: Assists external partners with emphasis on evaluation.

EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. High degree of concentration and focused thinking/analysis.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted.