



Evaluation Manager

Department: Research and Knowledge Mobilization Team

Posting Date: February 5, 2024 - until filled

Term: Indefinite-term contract

Hiring Range: \$70,000-\$80,000 annual salary

Benefits: Extensive benefit package inclusive of health, dental, RRSP, and paid personal days. Hybrid working options available for team members to work up to 3 days per week from home.

Background

The [Schlegel-UW Research Institute for Aging](#) (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

Primary Purpose

The Evaluation Manager is a self-motivated individual who is able to lead the planning and implementation of evaluation projects and activities. The Evaluation Manager will work collaboratively with the research team including project managers and researchers to create evaluation plans, manage evaluation activities, and contribute evaluation data to reports that demonstrate the progress and impact of projects and initiatives and ensure alignment with the RIA strategic plan.

The role will support RIA's vision, mission, and values as well as have an interest and passion for enhancing quality of life and care for older adults and team members working in senior living.

Key Accountabilities

- 1. Evaluation Development and Implementation:** Provide evaluation leadership for several projects in alignment with the project mandates. This role is responsible for leading the development of evaluation plans and metrics, creation and maintenance of data collection processes and tools, execution of data collection, and data synthesis as it relates to project goals and reporting. Document and maintain evaluation activities to maximize information sharing, including the development of recommendations and report writing.

2. **Data Analysis:** Analyze quantitative and qualitative evaluation data beyond descriptive statistics to inform project progress, and project and organizational impact. Synthesize and present evaluation data to inform project reporting.
3. **Communication:** Strong written and verbal communication skills with the ability to tailor messaging to diverse audiences and clearly communicate evaluation findings in plain language. Responsible for writing applications for funding, ethics and presentations in alignment with project needs. Pro-actively and regularly communicate with the project team, external collaborators, funders, and senior leadership including obstacles and challenges as they arise.
4. **Teamwork:** Work closely with the project teams to coordinate evaluations within research, programs and organizational objectives. Work collaboratively with external partners, researchers and RIA team members to meet project and program goals. Support team members in data collection processes as they relate to project evaluation. Provide leadership and mentorship to support staff and/or casual staff as part of our pooled-resource staffing model.
5. **Other:** Take on additional tasks, activities and special projects, as they arise.

Position Requirements

Education:

University degree (Master's preferred) in social sciences, public health, health services research or education research. Training in evaluation and research design with a comprehension of evaluation best practices.

Skills and Experience:

- Minimum of 5 years of experience in evaluation development and implementation for mixed- method evaluations for large-scale projects. Evaluation Accreditation is an asset, but not required.
- Minimum of 3 years experience collecting, managing, and analyzing both quantitative and qualitative data with the ability to synthesize and interpret evaluation findings to help inform project progress, problem solving, and contribute to funding agency reporting.
- Experience using various systems/technologies (CRMs, customized databases, and other platforms) to optimize project implementation.
- Ability to demonstrate project management skills relevant to planning and executing day-to-day implementation operations.
- Ability to work in a collaborative team environment.
- Ability to adapt to change and manage competing priorities.
- Self-starter with a proactive attitude who can anticipate needs with strong organizational skills.
- Experience and fluency using Microsoft and Google Workspace products.
- Fluent in English. Fluency in French is an asset but not required.
- Must have a valid driver's licence and be available for occasional travel throughout Ontario.
- Eligible to obtain a police background/criminal record check.

Scope of Work

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective and efficient implementation of the project's evaluation in alignment with the goals and objectives.
- **Decision-Making Authority:** Accountable to make operational decisions for the day-to-day operations of the project's evaluation with support from the supervisor.
- **Physical and Sensory Demands:** Minimal demands, typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment:** Much of the time is spent sitting in a comfortable position with frequent opportunities to move about. Office is located in a comfortable indoor area and options for hybrid work are available for this position. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and collaborators. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

Vaccination Statement

All researchers, employees and students of the RIA who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, 2SLGBTQI+ people, persons with disabilities and people from other equity-deserving groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

How to Apply

RIA invites applications (cover letter and resume) to be submitted by email to applications@the-ria.ca. Please include the job title in the subject line of the email.

Please note that all positions at the RIA and the continuation of these positions are conditional upon funding.