

POSITION DESCRIPTION

POSITION (TITLE):	Program Evaluator	DIVISION:	Office of the Medical Officer of Health
REPORTS TO:	Manager, Foundational Standards	UNION AFFILIATION:	Non-Union
REVIEWED: Direct Supervisor	Medical Officer of Health	DATE: (R) if revised	January 2019 (R) January 2016 (R)
APPROVED: MOH/CEO, Director	Office of the Medical Officer of Health	DATE:	January 2019 (R) January 2016 (R)
AUDITED:	Human Resources	DATE:	January 2019, January 2016, June 2010, October 2008

POSITION SUMMARY:

As a member of the Foundational Standards team, the Program Evaluator, in the Office of the Medical Officer of Health, advances evaluation capacity at the Thunder Bay District Health Unit by advising program teams in planning and implementing evaluations and analyzing and reporting on results, leading evaluation projects, providing training, and developing and disseminating policies and procedures, tools and resources all with the goal of optimizing the use of evaluation to improve public health programs and services.

DUTIES AND RESPONSIBILITIES:

Program:

1. Works in a collaborative fashion with public health program staff and management to incorporate evaluation in the planning process and evaluates various aspects of public health programs and services.
2. Assesses and builds organizational capacity for evaluation by providing training through variety of means to individuals and groups, developing tools and resources as well as policies and procedures that support high quality evaluation planning and implementation.
3. Supports senior leadership and management in creating an organizational culture that values and promotes the importance of evaluation and the use of evaluation results.
4. Reviews and provides feedback on the planning process (including logic models) and evaluation projects developed by program planners and program teams.
5. Understands different approaches to evaluation and the types of evaluation and applies these appropriately and effectively in developing and reviewing evaluation plans.

6. Provides expert advice on ethical aspects of research and evaluation and develops relevant policy, procedures and resources to address these.
7. Analyzes data, both quantitative and qualitative, from different sources and communicates the results in meaningful ways including verbally, in written form and graphically.
8. Recognizes the needs of program teams and other internal stakeholders and promotes appropriate evaluation approaches and strategies to address those needs.
9. Represents the Health Unit on strategically selected external committee/coalitions as approved by the Manager, Foundational Standards.
10. Develops and maintains a network of contacts locally, provincially, and nationally to exchange resources, best practices and strategies.
11. Maintains contact with the appropriate Public Health Ontario consultants.
12. Maintains professional competence through participation in professional development programs, conferences, and by self-directed study.
13. May be asked to provide expert evaluation advice, and technical consultation to local agencies and partners as requested.
14. May be asked at to present at conferences.

Administrative:

1. Provides appropriate professional oversight and direction to students, contract placements, volunteers, and other professionals in training as needed.
2. Assists the Office of the Medical Officer of Health in developing the Annual Budget for the program evaluation programs and service.
3. Prepares and submits reports as required by the MOH/AMOH.
4. Participates on relevant Health Unit Project Teams when requested/required.

QUALIFICATIONS / REQUIREMENTS:

- Master's Degree in Public Health or approved equivalent combination of education and related experience.
- Experience with evaluability assessments and process and outcome evaluations, including the use of both qualitative and quantitative methodologies.
- Experience in program development and evaluation in a public health or similar setting.
- Experience critically appraising the quality and generalizability of existing programs for applicability to public health settings.

- Experience with microcomputer systems, database management, and statistical packages used for data analysis.
- Experience in preparing written reports of complex evaluation projects.
- Highly developed verbal and written communication skills; an ability to communicate with a broad range of stakeholders, including community representatives, senior management, and technical experts.
- Proven interpersonal skills and the ability to work co-operatively with others in a multidisciplinary team setting.
- Excellent report writing and oral presentation skills.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.