

POSTION DESCRIPTION

Position: Quality, Evidence & Library Specialist		Number of Positions: 1	
Classification:	FULL TIME PERMANENT	FTE:	1.0 = 35 HOURS PER WEEK
Division:	Office of Medical Officer of Health and CEO	Union Group:	Non-Union
Location:	Thunder Bay	Anticipated Date of Hire:	As soon as possible
Reports to:	Associate Director of Communications and Strategic Initiatives	Position Vacancy:	THIS POSITION IS NOT A REPLACEMENT FOR AN EXISTING VACANCY
Salary Range:	\$45.54 - \$53.57 HOURLY	Posting Date:	October 23, 2025
Competition Number:	NU-25-13	Deadline to Apply:	November 7, 2025 at 4:30pm.
Criminal Record Check:	Required ☒ YES ☐ NO	Vulnerable Sector Screening:	Required: ☐ YES ☒ NO
NOTE: Artificial Intelligence (AI) will not be used during the hiring process.			

POSITION SUMMARY:

Reporting to the Associate Director of Communications and Strategic Initiatives, the Quality, Evidence, and Library Specialist leads the development, delivery, and evaluation of library and information services to support evidence-informed public health practice across the organization. This includes direct leadership in managing library operations, providing research and reference services, managing digital and physical resources, and building staff capacity in knowledge-based information retrieval.

The Specialist also contributes to the integration of evidence into public health programming by supporting the program planning and reporting cycle, conducting knowledge translation activities, and assisting with applied public health research. They play a supportive role in advancing quality improvement initiatives by providing consultation, tools, and guidance on quality methods and continuous improvement strategies. Additionally, the Specialist participates in broader strategic and organizational initiatives aligned with public health priorities and organizational goals.

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DUTIES AND RESPONSIBILITIES:

1. Plans, implements, and evaluates comprehensive library services, including reference, literature searches, interlibrary loans, document delivery, and information retrieval.
2. Leads the ongoing assessment and development of library resources and collections, ensuring alignment with organizational needs and public health best practices.
3. Tracks and reports usage data and service metrics to inform strategic decisions about library services and resource allocation.
4. Designs and delivers orientation, training sessions, and instructional materials to build staff competencies in evidence-based searching and information literacy.
5. Develops and maintains digital tools to improve access to evidence and research resources.
6. Serves as one of the organizational copyright contacts, providing expert advice on copyright compliance and intellectual property issues.
7. Provides guidance and consultation on quality improvement (QI) tools, frameworks, and methods to support organizational performance and service delivery.
8. Assists teams in conducting environmental scans, process mapping, and other QI methodologies as part of continuous improvement efforts.
9. Supports the integration of QI into daily practice and promotes a culture of quality through knowledge sharing and training initiatives.
10. Conducts and supports literature reviews and evidence syntheses to inform public health program design, evaluation, and decision-making.
11. Assists with the development and dissemination of knowledge translation products and tools to facilitate the use of evidence in practice.
12. Supports the program planning and reporting process, providing relevant data, research findings, and contextual evidence.
13. Contributes to organizational planning processes and strategic initiatives that align with public health standards and emerging priorities.

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QUALIFICATIONS / REQUIREMENTS:

- Master's Degree in Library and Information Science from an accredited institution OR a combination of a 2-year Library Technician Diploma plus a 4-year bachelor's degree required.
- Minimum two years' related work experience.
- Experience in a health, education, or research-focused library setting an asset
- Experience with public health (including the social determinants of health) and/or quality improvement considered an asset.
- Proficient in automated library systems (e.g., Docline, Inmagic) and electronic resources.
- Skilled in online searching across bibliographic databases (PubMed, MEDLINE, CINAHL, PsycINFO, EMBASE) and grey literature.
- Experienced with library management tools, cataloguing standards (LC, MARC, AACR, RDA), and reference software.
- Knowledgeable in copyright compliance for information access and distribution.
- Experience quality improvement projects, developing and implementing program plans, policies, procedures and guidelines.
- Strong ability to analyze, interpret use apply data to inform program direction.
- Strong group facilitation, public speaking and presentation skills.
- Demonstrated proficiency in a Microsoft Office environment and experience working with relevant databases
- Ability to work in independently and as an integral team member.
- Excellent communication (verbal and written) and negotiation skills.
- Strong interpersonal skills including: effective problem solving, conflict resolution, negotiation and mediation skills.
- Experience working with budgetary processes.
- Maintains professional competence via appropriate continuing education and self- directed study.
- Satisfactory police reference check in accordance with TBDHU policy.

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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.

The Thunder Bay District Health Unit is an equal opportunity employer.

Upon request, accommodations due to a disability are available throughout the recruitment and selection process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.