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## Manager, Information Services

The Centre for Effective Practice (CEP) aims to close the gap between evidence and practice for health care providers. The CEP is one of the largest independent knowledge translation organizations for primary care in Canada. It brings 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, its work reaches over 16,000 healthcare providers each year through established relationships with key organizations, medical schools, colleges and associations.

As a Manager, the successful candidate will take on a leadership role with project teams and clients in assigned work with a specific focus on establishing a strong evidence base for knowledge translation activities, overseeing information collection and synthesis, and supporting the delivery of quality care in various clinical settings (e.g. primary care, hospitals, long term care). With strong interpersonal and project coordination skills, the successful candidate will be a key member of the team, supporting provincial and national level projects with the goal of delivering every project on time, within budget and within scope. The nature of CEP's work requires an individual who is able to work on multiple projects in a fast-paced work environment with competing deadlines. This is a mid-senior level position within the organization. CEP is looking for a candidate with strong management skills and with the experience working in health care necessary to understand the needs of our clients and design solutions that build from best practice.

### Responsibilities

- Takes a leadership role in the design and execution of projects including defining project scope and objectives, maintaining project documentation including project work plans, and revising as appropriate to meet changing needs and requirements.
- Establishes and maintains strong internal and external relationships with clinical leads, working groups, associations, partners and key stakeholders.
- Provides timely, high-quality health research and analysis using a variety of academic sources (PubMed, CINAHL, MEDLINE, etc.) and grey literature.
- Advises project teams and clients on appropriate methods for finding information, and designing search strategies to meet project needs.
- Evaluates, analyzes and summarizes information gathered from a wide variety of sources into succinct findings (i.e. evidence summaries project reports).
- Builds relationships with CEP colleagues, and government and healthcare representatives to remain current on industry best practices and emerging issues and trends.
- Contributes to the design and implementation of policies, templates and licensing agreements to ensure a structured and consistent literature search and review process.
- Manages project budgets and allocates funds in collaboration with the Project Lead.
- Oversees and contributes to the development of final deliverables including reports, presentations, etc.
- Provides support to CEP staff on project-specific needs as they pertain to the search, review, endorsement and summary of evidence-based information.
- Contributes to all other duties related to project completion as required.

### Qualifications

- Master's degree in library science or equivalent degree.
- Minimum 3 years related experience.
- Understanding of the Canadian healthcare system or experience in healthcare organizations.
- Experience extracting and synthesizing health information using biomedical databases.
- Excellent written and oral communication skills.



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- Demonstrated ability to successfully lead, organize and deliver complex projects, utilizing project management techniques.
  - Demonstrated ability to effectively lead a multidisciplinary team in delivering complex healthcare solutions on time and within budget.
  - Able to work in a team environment.
  - Able 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

**Terms:** Full time 1-year contract with possibility for extension

**Start date:** Discretion of CEP

Please submit Cover Letter and Resume through [www.effectivepractice.org/careers/](http://www.effectivepractice.org/careers/)

Only short-listed and/or successful candidates will be contacted.

Thank you in advance for your interest.