



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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PROGRAM MANAGER

Job ID	61314-5926	
Web Address	https://careers.indigenous.link/viewjob?jobname=61314-5926	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-03-25	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. JD #: JD01058

Pay Grade: 11

Title: Program Manager

Unit/Project Description: Since its inception in 2018, the Family Engagement in Research (FER) Program has been forging new pathways to transform the culture and practice

of family engagement in health research and health care. Led by a dedicated team of family leaders and health researchers at McMaster University, the FER Program is unique in its co-learning and community building approach. The FER Program includes foundational family engagement courses and two McMaster University micro-credentialed 10-week courses. A unique aspect of the FER Program is that graduates stay connected and continue to network and collaborate well beyond the training courses. Through the FER Community Network, the program hosts continuing education events, provides individual and small group mentorship, and fosters networking and collaboration opportunities for FER Course graduates. Additionally, the FER Program provides tailored training and consultation to support the implementation of meaningful family engagement across organizations and networks. The FER Program is recruiting a full-time program manager to lead this growing training program.

Job Summary: Responsible for the operation, management, and implementation of a program within a unit or a department that has a provincial and national profile. Implements and manages program activities and facilitates ongoing program development and evaluation. Responsible for the overall quality of program services by interpreting and responding to evaluation data that leads to ongoing program improvements. Participates in critical appraisal of both qualitative and quantitative research evidence to determine effective and relevant approaches for addressing the needs of the program. Responsible for managing the program operations, budget, and forecasting projected resource needs. Engages with stakeholders, decision makers and participants at a local, provincial and national level.

Key Purpose & Functions:

- Informs and facilitates the development and approval of the program strategy.
- Designs plans for program implementation which includes the development of pilots as well as determining appropriate metrics for assessing impact.
- Analyzes current program operations and identifies areas for process improvement.
- Oversees the marketing, research, training and evaluation components of the program.
- Coordinates training workshops that target participants both internal and external to the University.
- Represents the program in a variety of contexts with a diverse range of audiences.
- Provides detailed information and communicates regularly with various stakeholders such as staff, front-line workers, government officials, funding agencies, and members of the community.
- Acts as primary liaison with relevant provincial and federal Ministries.
- Develops and implements knowledge translation strategies which includes but is not limited to preparing a variety of materials such as newsletters, bulletins, and reports for electronic/digital dissemination.
- Proofreads and edits dissemination materials and data.
- Designs search strategies and conducts literature searches by performing keyword driven searches of electronic databases and manual searches of key journals. Critically appraises published research according to evidence based principles. Summarizes research findings by authoring research abstracts and sections of manuscripts. Creates poster presentations for national and international conferences.
- Participates in research and scholarly activities related to assessing the needs and conducting evaluations of the program through data collection, critical appraisal of current published literature and statistical analysis, and the dissemination of results to stakeholders and funding agencies.
- Stays abreast of new research, methodology and critical appraisal techniques, and software releases for data analysis software. Attends training sessions and collaborates with database consultants. Requests information and initiates inquiries with national organizations and stakeholders.
- Acts as a liaison between stakeholders locally, provincially and nationally by coordinating the activities of an advisory board or steering committee.
- Coordinates and facilitates workshops and organizes strategic planning sessions.
- Negotiates external services with suppliers and contractors by obtaining and collecting quotes from multiple suppliers, and then negotiates for the best combination of price and timeline.
- Develops project budgets by summarizing financial reports and monitors expenditures while meeting requirements that may be defined by funding agency or program sponsor.
- Manages budget to ensure cost for program is on track, adjusts budget forecasts to accommodate unforeseen expenses.
- Ensures ethical conduct of program activities and the confidentiality of program participants.
- Adapts to changes in funding availability or changing stipulation of granting agency or funder.

- Prepares reports for key stakeholders internal and external to the university on a regular basis.
- Manages the program to achieve required deliverables on time and on budget

Supervision:

- Organizes and provides training and orientation to new program staff.

Supervise and direct the activities of up to 4 continuing employees.

Requirements:

- Master's degree in Health Sciences or related field.
- Requires 6 years of relevant experience.

Additional Information: - PhD in a health related field- Clinical/professional degree- Lived experience as a patient research partner- Expertise in patient and family engagement, with a strong knowledge of best practices in equitable patient and family centered research and care- Expertise in quantitative and qualitative research methods- Completed advanced knowledge mobilization training- Experience supervising students, staff, and patient and family partners- Experience in moving health innovations into practice- Experience managing a large patient-oriented research training program- History of training students, families, senior executives, researchers, frontline staff, and management to engage in authentic and meaningful research partnerships- Specialized training in co-design methodology with a particular focus on "often excluded" populations including disabled children, fathers, people who are racialized, 2SLGBTQ+, have low income, low literacy, or experience mental health challenges- Completed formal training in patient and family engagement in research- Experience with curriculum development both with foundational as well as advanced training in patient and family engagement in research

- Experience with the following programs: Microsoft Suite, Canva, REDCap, Notion, NVivo, R, Mailchimp- Experience creating knowledge mobilization outputs: social media assets, videos, infographics, brochures, lay summaries

For more information, visit McMaster University for PROGRAM MANAGER