



As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

Program Evaluation Analyst

Permanent, full-time

Reporting to the Manager, Education Strategy, Innovations, and Development, the Program Evaluation Analyst is responsible for planning, developing, and implementing program evaluation activities for the Royal College's change initiative, Competence by Design, as well as other strategic projects in medical education. The Program Evaluation Analyst collects information and data from multiple sources to inform and monitor program improvements.

The Program Evaluation Analyst undertakes data analysis and internal and external presentations of findings, as well as creating and writing reports (including scholarly publications) for strategic projects in the Office of Specialty Education (OSE).

The Opportunity

Are you passionate about continuous quality improvement? Are you experienced with program evaluation methodology? Do you have a knack for presenting complex data sets in meaningful ways? Does having the opportunity to be directly involved with Canada's largest change to residency education excite you? If yes, this role is for you!

Here's an insight into your typical day to day:

- Support the implementation of program evaluation projects associated with the Royal College's Competence by Design initiative.
- Coordinate multiple, ongoing and overlapping projects that feed into the large-scale initiative, including managing timelines and critical paths, communicating with multiple project contributors and stakeholders.
- Perform data collection and analysis, and communicate results.
- Actively participate in the preparation of surveys and other data collection methods (i.e. interview guides, etc.) and execution of data collection (i.e. conducting interviews, facilitating focus groups).
- Compile, analyze, and synthesize information to inform strategic direction and initiatives.
- Advise on appropriate qualitative and quantitative research methodologies to support strategic projects.
- Independently develops technical reports and communications about the project, including all steps from conception, drafting, facilitating review and revisions, and dissemination.
- Present trends and analytics to internal and external stakeholders, with the intent of improving Royal College programs.

Does this sound like you?

- Level of education, training and experience equivalent to a Bachelor's degree in the social sciences or similar;
- A minimum 2-3 years of relevant experience researching or program evaluation;
- Demonstrated experience developing and executing systematic search strategies;
- Advanced knowledge of Excel with experience using Lookup functions, Pivot tables;
- Knowledge of data visualization principles and/or tools (i.e. Power BI, Tableau, etc.);
- Demonstrated experience navigating electronic databases (i.e. Ovid MEDLINE);
- Experience using bibliographic software (i.e. Reference Manager) and Microsoft applications;
- Experience using mixed-methods approaches to research and evaluation planning, design, implementation, analysis, and reporting;
- Excellent organizational and time management skills to coordinate multiple priorities and meet deadlines while maintaining attention to detail;
- Experience in managing critical paths of a variety of analytic and program evaluation projects;
- Experience working with a variety of stakeholders;
- Excellent written communications skills including writing original content that requires analysis, research and critical thinking into subject matter; producing final products that will be considered to assist in further decision making;
- An ability to make oral presentations and present findings to partners and external stakeholders in an effective and influential manner;
- Experience with systematic review methodology and a Masters' degree are assets.

How to get noticed

Please forward your résumé, covering letter and salary expectations by **May 2, 2021** to careers@royalcollege.ca To ensure the hiring committee reviews your application, quote posting *JD187-1006, last name, first name* in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

We are dedicated as an organization to adhere to public health guidelines in support of our employees and their families. As such, we have recently extended our remote work arrangements for most of our teams. This assignment would permit remote work from Ontario or Quebec. Should public health restrictions be lifted, you may need to travel to Ottawa, Ontario for select meetings. Flexibility is key in our new world.

The Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this obligation, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.

[Click HERE](#) to learn about Royal College and visit us at royalcollege.ca

Accountability • Collaboration • Integrity • Respect



Responsabilité • Collaboration • Intégrité • Respect