



**Healthcare  
Excellence**  
Canada

**Excellence  
en santé**  
Canada

## Senior Program Lead, Health Policy

We're Hiring!

Healthcare Excellence Canada (HEC) works with partners to spread innovation, build capability and catalyze policy change so that everyone in Canada has safe and high-quality healthcare. Through collaborations with patients, caregivers and people working in healthcare, we turn proven innovations into lasting improvements in all dimensions of healthcare excellence.

If you would like to contribute to the safe and high-quality healthcare of Canadians, apply to the position below and join HEC!

**Term:** Permanent Full-Time

**Reports to:** Director, Health Policy

**Salary Range:** \$90,357 - \$135,535

**Location:** We are a pan-Canadian healthcare organization and welcome candidates from across Canada. Our head office is located in Ottawa, Ontario and we welcome flexible work options such as permanent/fully remote, hybrid, flexible work hours, and compressed work weeks.

**Deadline to apply:** June 7, 2023 at 8:00am ET

**How to apply:** <https://hecesc.bamboohr.com/jobs/>

The **Senior Program Lead** is responsible for leading the development and implementation of HEC's programs and initiatives with responsibility for the following major activities: (1) designing and delivering critical paths, processes, tools, and methods related to HEC's programs and initiatives; (2) undertaking and providing oversight for evaluation, policy analysis and knowledge product development and dissemination; and (3) relationship management with partners and program participants.

Currently, there are positions available in the following programs:

**Health Policy:** This portfolio catalyzes policy improvements in health systems by supporting health leaders and systems to navigate through complex problems using a variety of methods. The Health Policy team works with HEC programs and collaboratives to develop internal capacity and knowledge about applying a policy lens to program work, in order to identify policy enablers and barriers, as well as potential opportunities to support policy change. As a policy support program internally and to governments and other health systems stakeholders, the health policy team supports policy intervention processes on identified issues, by using products like: policy briefings, environmental scans, policy labs, and policy roundtable dialogues on priority policy topics that support HEC's operational plan and/or have been identified through policy consultations with stakeholders.

**Your core responsibilities include:**

- Leads the design, delivery, and analysis of key components of the programs (e.g., structure, curriculum, modalities, partner relationships, presence and outreach strategy, budget, evaluation, and analysis).
- Acts as a cross-organizational liaison to meet HEC program goals and contribute to other HEC strategic areas.
- Leads and manages HEC programs to ensure deliverables and timelines are on track.
- Identifies, creates, represents, distributes, and enables adoption of best practices, policy insights and proven innovations.
- Creates and manages relationships with provincial, territorial, and regional partners.
- Leads and manages environmental scans to support the identification, design, and delivery of programs.
- Establishes strong working relationships with relevant policy, administrative, clinical health system, and other partners, and coordinates local engagement processes to inform and facilitate healthcare improvement.

For complete details, please see the [Job Description](#).

#### Education and experience you will need to have:

- Master's degree in healthcare improvement, health policy, public administration, public health, epidemiology, health policy, community health, or a related field is required.
- Minimum five (5) years of progressive experience in a similar function is required, including at least three (3) years in a supervisory/management role, preferably in a healthcare delivery organization or a not-forprofit organization.
- Bilingual in French and English is preferred (English communication skills at Advanced "C" level required).
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Demonstrated ability working in health and healthcare, particularly quality improvement, or patient safety is required.
- Demonstrated ability to translate clinical and quality improvement knowledge into useful tools that facilitate healthcare improvement implementation is required.

#### You will be a great fit for this role if you have:

- Inclusive leadership style and highly developed people management skills.
- Ability to foster strong internal and external relationships.
- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.

#### HEC currently offers:

- Competitive salary with a bilingual bonus (if applicable)
- Full access to our comprehensive benefits package on the 1<sup>st</sup> day of employment
- Flexible work options including onsite, hybrid, or fully remote and flexible hours of work

- Holiday break closure in December between Christmas Day and New Year's Day
- Generous vacation and personal leave plans
- A defined benefit pension plan with the CAAT Pension Plan
- Employee and Family Assistance Programs
- Fitness and Wellness Allowance
- Remote Work/Parking Allowance
- Paid professional association fees
- Educational and development opportunities
- On site (Ottawa) gym and complimentary coffee/tea
- Social activities

\*HEC is open to exploring the possibility of secondments and interchanges with other organizations as part of our recruitment process.

*Healthcare Excellence Canada (HEC) is an equal opportunity employer and embraces diversity and inclusivity. HEC is committed to building teams with a variety of backgrounds, skills and views, as the more inclusive we are, the more impact we can have. We encourage applications from all qualified individuals, including visible minorities, Indigenous persons, and persons with disabilities. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.*