
Program Manager, First Nations, Inuit and Métis Cancer Control (Level 7)

(Interim position - 9 months)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

With funding for a second five-year mandate to 2017, our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Strategy Division of the Partnership. This Division oversees and integrates the Strategy, Evaluation and Analysis, Knowledge Mobilization, Corporate Communications and Public Outreach and Engagement functions to support and drive the Partnership’s overall effectiveness against its key goals and outcomes. The responsibilities of this Division also include advancing progress of the First Nation, Inuit and Métis strategy through active engagement and involvement with key partners and stakeholders. As well, the Division is responsible for strategy development and for measuring progress of the strategy through the development of common performance and evaluation tools and methods. Putting data to work in a systematic way, this Division supports and fosters the development of an outcome-driven performance culture, both within the organization and with partners, across the broader health system.

Overview of Role

Reporting to the Director, First Nations, Inuit and Métis Strategy Implementation, the Program Manager is accountable to support the implementation and evaluation of the First Nations, Inuit and Métis Action Plan on Cancer Control.

Mandate-Specific Accountabilities

- Consult with First Nations, Inuit and Métis partners on priorities, opportunities and implementation, particularly as it pertains to the First Nations, Inuit and Métis Action Plan on Cancer Control
- Act as lead stakeholder relations contact with First Nations, Inuit and Métis organizations/peoples
- Spearhead planning of the Partnership’s Caucus with National Aboriginal Organizations to remain informed of the priorities for action and emerging issues with First Nations, Inuit and

Métis

- Identify and oversee communications opportunities (e.g., conferences, events, website to support effective stakeholder engagement)
- Work with colleagues and internal partners, particularly in Communications and Knowledge Mobilization, to identify opportunities for strategic linkages to determine how CancerView other online initiatives can support mutual needs and outreach strategies
- Act as primary source of information for detailed current status of work, particularly as it pertains to the First Nations, Inuit and Métis Action Plan on Cancer Control
- Actively support the successful implementation of the First Nations, Inuit and Métis Multi-year Cancer Control Initiative (Cancer Control Initiative). Lead the work of advancing improved access to traditional health supports during the cancer journey for First Nations, Inuit and Métis patients by advancing new knowledge inclusive of case study development of existing Traditional health Supports model in cancer systems; development of expert working group to establish a knowledge mobilization strategy to advance the uptake of this knowledge in a manner which is ethical and respectful of First Peoples practices
- Support the development of effective evaluation strategies for the Action Plan, across the organization and to support the Cancer Control Initiative
- Oversee the Initiative specific evaluation the First Nations, Inuit and Metis Multi-year Cancer Control Initiative to ensure evaluations will meet the cross-jurisdictional evaluation strategy and provide analysis to write the cross-jurisdictional evaluation
- Manage Initiative risks arising over the funding period for the Cancer Control Initiative
- Ensure that all project control activities are executed timely and by the standards-driven process by following and appropriately applying the Partnership's Delivery Management Framework
- Support strategic planning across the organization with specific focus on First Nations, Inuit and Métis inclusion across the work of the organization
- Assist the Director as required.

General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture
- Accountability for collaboration across divisions and portfolios and with external partners
- Support Director Accountabilities, strategic priorities and core enabling functions
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget.

Division of Time by Area of Accountability

Delivering Core Mandate: 50-60%
External Relationships: 15-20%
Driving Collaboration: 10-15%
Coaching and Mentoring staff: 10-15%
Supporting Director: 10-15%

Essential Skills and Attributes

- Proven project management and organizational skills, including experience in all facets of the project management life cycle
- Excellent knowledge and demonstrated experience of health sector issues/challenges, preferably cancer control and prevention, and knowledge of First Nations, Inuit and Métis health issues
- Ability to proactively lead and respond to change
- A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills, with the ability to establish solid working relationships with key internal and external stakeholders, partners and colleagues
- Excellent written and verbal communications skills
- Self-motivation and initiative
- Quality orientation and attention to detail
- Adaptability, flexibility, diplomacy and tact
- Ability to prioritize and multi-task within a fast-paced environment.

Experience and Education

- Master's degree in Health Administration, Health Policy, Public Health or other related disciplines
- Experience working in First Nations, Inuit and Métis communities and organizations with respect to health and social programming
- Excellent knowledge of and demonstrated experience with federal and/or provincial health policy landscape, including understanding of issues and challenges and key differences among jurisdictions, ideally in the cancer domain and with First Nations, Inuit and Métis Health Care Systems
- Experience leading and evaluation large scale or national initiatives
- Experience working within a health environment conducting research, analysis and stakeholder relations
- Proven project management and organizational skills, including experience in all facets of the project management life cycle.