

Lambton County

Caring, Growing, Innovative

Program Evaluator & Data Analyst



Job Number: J1017-0451
Job Title: Program Evaluator & Data Analyst
Position Status: Full Time
Union: CUPE 1291
Division: Public Health Services
Facility: Lambton Public Health
City: Point Edward, Ontario, Canada
Number of Positions: 1
Hours of Work: Monday to Friday, 8:30am to 4:30pm
Date Posted: October 16, 2017
Closing Date: October 22, 2017
Starting Date: November 13, 2017

Wage Rate: \$31.18 - \$34.95 (New position - salary under review)

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

The Program Evaluator and Data Analyst provides leadership and expertise in program evaluation, with an emphasis on the systematic gathering, analysis and reporting of process and outcome indicators. This position uses quantitative, qualitative, and mixed-method approaches to support population health assessment, surveillance and evaluation projects across all programs. This position provides support, training, and consultation to Lambton Public Health staff related to program planning and evaluation in order to support evidence informed practice.

DUTIES AND RESPONSIBILITIES

Program Evaluation:

- Consult with and support program staff and management throughout the integrated planning and evaluation cycle.
- Identify monitoring and evaluation needs for all programs in consultation with program staff and management.
- Lead the design and implementation of systems to monitor program activities and outcomes and, where appropriate, conduct program evaluations.
- Assist in the creation of logic models, evaluation plans and supporting documents.
- Develop and/or select appropriate data collection instruments and participate in data collection activities which may include the development and administration of surveys, interviews, observations, focus groups, and other methods.
- Assess and identify organizational training and development needs related to program planning and evaluation in consultation with program managers and the epidemiologist.

Data Analysis, Interpretation and Communication:

- Assist with the collection, analysis and interpretation of data to inform program planning, evaluation and the ongoing monitoring of program outputs and outcomes.
- Support the epidemiologist in the development, maintenance and analysis of data from a number of public health information and surveillance systems.
- Independently analyze data by applying appropriate data analytics, qualitative and quantitative techniques, using internal and external data sets.
- Clearly present findings to various audiences using tables, graphs and innovative data visualization techniques, such as infographics and interactive dashboards.
- Communicate assessment, surveillance and evaluation information to program staff and management for use in setting team priorities, program planning, and resource allocation.
- Write technical reports.

Collaboration and Engagement:

- Use appropriate methods to engage with internal and external stakeholders, including priority populations, in the planning and evaluation of public health programs.

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Not applicable

Indirect Supervision: Not applicable

Functional Authority: Not applicable

QUALIFICATIONS**Minimum Formal Education:**

- Master's Degree in Public Health, Health Science, Applied Social Science, Biostatistics, Epidemiology, Program Evaluation or equivalent with emphasis on program evaluation and data analysis.
- Credentialed Evaluator Designation with the Canadian Evaluation Society (or ability to meet all eligibility requirements for Credentialed Evaluator status) considered an asset.

Experience:

- Two years previous experience in program planning and evaluation in a public health or related setting.
- Technical expertise in quantitative and qualitative data collection and analysis methods to support program planning and evaluation.
- Strong written and verbal communications skills with a proven ability to synthesize complex information into a wide range of products such as reports, infographics, presentations, etc. for dissemination to internal and external stakeholders.
- Strong computer and data management skills with in-depth knowledge of Microsoft Office (advanced knowledge of Excel), statistical packages (e.g., Stata), web-based report authoring tools (e.g. Cognos Report Studio), and business intelligence software (e.g. Tableau, Power BI).
- Strong interpersonal, teamwork, and relationship building skills to develop and maintain partnerships and collaborations with program team members and external stakeholders as required.

A valid Ontario driver's license and use of a vehicle.

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