**Job Title:** Data & Evaluation Specialist

**Department:** Department of Psychology

**Location:** Vancouver Campus

**Job Summary**

The Women’s Health Research Cluster (WHRC) is recruiting a Data and Evaluation Specialist to lead our organizational and program impact assessments.

The Data and Evaluation Specialist will work with a cross-functional team to support the development and execution of our organizational evaluation practices. The outcome of this work will inform future initiatives, highlight the impact of our work and bring to light areas needing improvement. In addition, this work will help generate critical metrics that can be used in all of our fundraising endeavours.

Ultimately, the Data and Evaluation Specialist is responsible for examining the objectives of each of our initiatives and determining best practices for evaluating their impact and implementing them. This will include developing a data collection infrastructure and tools that our organization can use in the future. Doing so will help us achieve our vision and mission, which are to create a future where women can live equitably health lives from birth to old age (vision) by promoting, expanding and catalyzing women’s health research (mission). Our collection of events and communication initiatives align with our vision and mission by sharing research on women’s health, providing critical education, and promoting careers in women’s health with faculty, students and the general public. However, we need more information about the type of individuals we are reaching, whether or not our intended learning outcomes are being met or if the format of our initiatives are right for the job. This position helps us answer these questions and thus determine if our work is aligned with our goals. Furthermore, this role offers the opportunity for a highly skilled student to begin developing evaluation practices at the organizational level (i.e. examining the success of our organization in meeting it’s high-level goals).

**Work Performed**

In consultation with the Women’s Health Research Cluster senior leadership team, the successful candidates will:

- Work together with other WHRC staff to fully understand the purpose, aims and intended outcomes of each WHRC initiative.
- Conduct a literature review on best practices for evaluating the impact of knowledge translation initiatives, write a summary that can be used for future initiatives, and craft evaluations for our Women’s Health Blog, newsletter and podcast.
- Work with WHRC staff to devise appropriate and realistic measurement tools to examine the reach, impact and success of our educational initiatives. This could include developing pre- and post-event surveys, adjusting data collection practices on registration forms and more.
- Work with our Network Manager to revise data collection and analysis practices with regards to member recruitment and engagement.
• Using Scopus and other UBC tools, run reports that reveal the number of collaborations that exist between members as well as member publications, funding and other metrics that demonstrate academic excellence.
• Create a tool that can be used to quickly track success metrics for all initiatives on an ongoing basis, which can be drawn upon for funding applications.
• Develop surveys that elicit feedback from WHRC members, working groups and committees about their experience engaging with our cluster.
• Deploy all evaluation tools in collaboration with other WHRC staff, analyze results and write reports about impact that include recommendations for improvement.

Organizational Status/Supervision

Reports to the Director, Women's Health Research Cluster with supervision by the Network Manager. The Data and Evaluation Specialist will also liaise with diverse professionals including knowledge translation specialists as well as planning and evaluation strategists.

Consequence/Complexity

The work and decisions of the Data and Evaluation Specialist will have an impact on the Women's Health Research Cluster's efficacy, particularly related to achieving its vision. Further, as a relatively new organization it is critical for us to build a reputation as a credible and evidence-based organization. Thus, it is pertinent for the candidate to develop sound evaluation tools to ensure we are examining our impact appropriately. The position requires the ability to maintain accuracy with strong attention to detail and to exercise good judgment, tact and discretion. The position requires the student to exercise exceptional organizational skills. Inappropriate, incomprehensible or irrelevant questions reflect poorly on the Women's Health Research Cluster.

Qualifications, Experience and Fit

• Must be eligible for UBC’s Work Learn Program.
• UBC graduate students in population and public health, statistics, math or an appropriate combination of relevant skills and experience will be considered.
• Experience with statistical software and Qualtrics are essential.
• Strong understanding of program evaluation and statistics are essential.
• Familiarity with Microsoft Office Suite and asset.
• Excellent written communication skills are necessary.
• Demonstrable attention to detail.
• Can work independently and in teams.
• Ability to exercise initiative, resourcefulness and sound judgment.
• Be adaptable, responsive and collaborative when developing evaluation practices.

Student Learning Components

Orientation and Training:

• A workplace orientation will be provided to familiarize the student to resources within the cluster and at UBC. The clusters vision, mission and strategic plan will be reviewed to ensure the student understands how their role supports the goals of the cluster.
The student will be encouraged to complete UBC-wide training initiatives, such as COVID-19 Safety Training & Rules, Health and Safety, Privacy Matters, Bullying and Harassment, and Positive Space.

The student will receive training from the Network Manager about WHRC goals and initiatives.

Additional training and networking opportunities will be provided throughout the incumbent’s term. For example, they will meet with Adedoyin Luwji (Planning and Evaluation Specialist, UBC) and Karine Souffez (Associate Director, Knowledge Exchange, UBC) to learn about planning organizational evaluations and best practices for knowledge translation evaluation.

The incumbent will be invited to watch at least 5 videos from our past seminars and events to familiarize themselves with women’s health research and the WHRC.

In addition, there will be opportunities for the incumbent to attend our online workshops and webinars related to women’s health.

Feedback, Support and Reflection:

The student and supervisor will have weekly project Zoom meetings to discuss priorities, brainstorm ideas and problem solve.

The supervisor will be in daily contact with the student through Slack, email and phone when needed.

The student will receive on-going feedback and recognition in addition to ongoing performance management outlining expectations and any training requirements.

The student will have a mid-term check-in/evaluation and an exit interview.

Goal setting, self-assessment and personal development planning will be encouraged and supported.

Personal and Professional Development:

In this position, the student will strengthen their research methodology, data analysis and report writing abilities. They will develop a sound understanding of the connection between program planning and impact.

The student will develop relationships with multiple professionals by meeting with several UBC staff with expertise in this area. This will bolster the incumbent’s professional networks, which could be useful for their future career.

The student will be able to build their portfolio as a program evaluator. Those interested in statistical consulting will greatly benefit by learning how to examine the outcomes of a diverse portfolios of initiatives, which could open up job opportunities in the future.

The incumbent will practice working with a senior leadership team to provide program recommendations, thus strengthening their ability to be assertive and professional in the workplace.

In this position, the student will learn the data collection needs of a multi-faceted organization.

This position will expose the student to a wide variety of research, which will foster deeper content expertise in women’s health.

Classroom Learning, Workplace Skills and Competencies:

The student will have an opportunity to build on their classroom learning by exploring, developing, and implementing program evaluation strategies.
• The student will manage their own schedule and priorities, with support from the supervisor when needed. The student makes decisions on how best to execute the tasks. This will help them utilize their own judgment and time management in the classroom.
• The student will lead meetings with staff, faculty and other professionals to determine what evaluation and data collection practices are needed. This will help build their confidence in leading group projects with diverse teams.
• The student will build their collaboration skills by working in a supportive work environment with open communication, shared brainstorming, and problem solving.
• Students will be exposed to numerous opportunities to practice statistical analyses, which will strengthen their ability to complete research assignments.
• They will also have the opportunity to attend all of the WHRC’s events, which will complement the studies of students in health-related disciplines.
• This position provides flexibility to allow students to alter their hours on a weekly basis, with communication to supervisor, so as to position their studies as a top priority.

Networking and Mentorship Opportunities:

• The Women's Health Research Cluster has a Trainee Committee, Equity Diversity and Inclusion Committee, and 6 working groups comprised of students, faculty and community members. The Data and Evaluation Specialist will have the opportunity to network with all of these groups in a low-barrier work environment.
• The student will meet regularly with evaluation professionals (see above) to learn about best practices for evaluating different types of initiatives and gain guidance as the incumbent practices what they learn.
• The student will collaborate and build relationships with a large number of multidisciplinary professionals, thus providing an opportunity to expand their network.
• The student will be closely mentored by a world-renowned scientist (Dr. Liisa Galea). Guidance and support will be provided, in addition to opportunities for the student to work independently.

Salary/Wage: $22.32/hour | Hours per week: 10
Duration: May 1, 2020 – August 31, 2021
Send resumes, cover letters and writing samples:
Katherine Moore, Network Manager | Email: womenshealth.res@ubc.ca