



## Our Kids Network JOB POSTING # 36-22

### Knowledge Broker

<b>POSITION TYPE:</b>	One (1) Regular, Full Time Position
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>DEPARTMENT:</b>	Our Kids Network (OKN)
<b>REPORTS TO:</b>	Executive Director
<b>POSTING DATE:</b>	October 14, 2022
<b>POSTING DEADLINE:</b>	Applicants should create an account and apply at <a href="https://myavanti.ca/careersathaltoncas/">https://myavanti.ca/careersathaltoncas/</a> by <b>October 28, 2022 at 4:30 p.m.</b>

OKN supports connections and learning for improving child and youth wellbeing in Halton by working with agencies and organizations serving children, youth and families. As a collective impact network, we build capacity by conducting and sharing research, knowledge, and data, building relationships, and creating resources to help professionals achieve their outcomes. Developing evidence-based content and engaging with stakeholders is crucial to the success of OKN and supporting community-based action in Halton.

Reporting to the Director, the Knowledge Broker will build and strengthen organizational capacity for knowledge mobilization (KM) within the network, acting as an expert resource to program areas (research, asset-building, Indigenous reconciliation) and community partners. The role is responsible for developing relationships with community partners to get the right information into the right hands at the right time. The role will ensure that Our OKN products and events are designed to meet the needs and priorities of our partners and enable policy, program and practice action. The knowledge broker will support the development, implementation and evaluation of OKN's knowledge translation plan. The role will support four key functions: creating a knowledge exchange platform using technological applications; creating opportunities for knowledge translation and exchange; developing and maintaining key relationships and networks; facilitating knowledge and skill development.

#### **Main duties and responsibilities include, but are not limited to:**

##### **Knowledge Translation**

- Developing content for knowledge products and learning events (e.g., evidence briefs, learning resources, presentations, data visualizations)

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- Summarizes research findings to form the basis of appropriate knowledge exchange products, tools or activities to inform policy and program development
- Works with interdisciplinary community stakeholders and key program staff to identify knowledge mobilization gaps and opportunities and to assist subject matter experts across the network to incorporate/apply a knowledge mobilization approach/framework to their work
- Identifies and creates supportive tools, processes and approaches to guide internal and external stakeholders in designing knowledge products, carrying out their respective knowledge exchange roles and promoting the use of appropriate dissemination channels for knowledge exchange
- Facilitates knowledge and skills development of the network
- Develops, implements and promotes an OKN knowledge mobilization strategy
- Leads the development, implementation and management of a knowledge exchange platform
- Collaborates with OKN staff, including Communications, to disseminate resources and tools to community stakeholders

### **Evaluation, monitoring and data maintenance**

- Leads consultations, needs assessments, and environmental scans with stakeholders to identify their needs in implementing research and helps build capacity through training and mentoring
- Conducts evaluation to assess the impact of knowledge exchange activities to respond to the emerging needs of the network and enhance the knowledge exchange
- Establishes approaches to measure uptake and utilization of knowledge products/services that draw on existing approaches, best practices and integrate with other evaluative efforts underway.

### **Stakeholder Engagement and Relationship Management**

- Works across the organization to plan and develop KM plans, including logic models and stakeholder engagement/consultation strategies, for new program and product development and supports their implementation
- Maintains strong links to the knowledge exchange/translation and implementation science community and identifies opportunities for OKN alignment and collaboration on knowledge exchange
- Builds partnerships by identifying and bringing together key partners, subject-matter experts, practitioners and community representatives to share evidence, knowledge and best practices to build the foundation for solutions
- Provides expertise and advice to internal and external stakeholders about knowledge exchange practices, contributing to product development, dissemination and associated knowledge exchange and communications efforts.
- Leads outreach, coordination, and facilitation for stakeholder engagements (e.g., knowledge exchanges, collaboration opportunities, consultations, presentations).

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### **Equity, Diversity and Inclusion**

- Responsive to the knowledge and understanding of the culture, history and current oppressions experienced by Indigenous peoples and racialized communities
- Fosters an inclusive and accessible environment where all employees, service recipients and volunteers are respected
- Ensures ethnic, spiritual, linguistic, familial, and cultural differences are respected
- Acts in accordance with and incorporates the Society's Code of Conduct, Confidentiality, Equal Opportunity and Anti-Discrimination, Harassment & Discrimination policies, etc.
- Work with OKN staff and other stakeholders to organize, develop and promote knowledge exchange activities

### **Other Related Activities**

- Management of systems to support stakeholder engagement (e.g., event platforms, engagement process flows, databases).
- Provides a knowledge exchange perspective on all policies and procedures related to OKN products and services.
- In collaboration with Communications, provides event coordination and concept development and management of special events
- Other duties as assigned, which are related to the major responsibilities of the position

## **Knowledge, Education, Experience, Skills and Attributes**

### **Qualifications**

- Master's degree in social sciences, health or a related field; with credentials related to business analysis, statistics and research techniques or equivalent.
- Certification in knowledge translation considered an asset.
- Minimum 3 years professional experience in a knowledge exchange/knowledge mobilization/implementation science role in a research, health or public health organization or equivalent combination of experience.
- Highly experienced in stakeholder engagement and experience building relationships with partners at local and regional levels to inform or implement best practices.
- Domain knowledge of health and wellbeing issues
- Demonstrated ability to collect, organize, analyze and report on data
- Experience in evaluation/outcome measurement within a child/youth focused non-profit or collective impact model considered an asset.
- Knowledge of industry software applications
- Understanding of OKN values, mission and the diverse communities in the Halton region.
- Valid Driver's License and access to a reliable motor vehicle with appropriate liability insurance is required
- A satisfactory Vulnerable Sector Police Records Check is required

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### **General Skills and Attributes**

- An innate ability to find the story in the numbers, and to sift through qualitative and quantitative data to extract meaning
- Creative data visualization and reporting skills
- A passion for unlocking the power of data and information to help drive change and decision making
- Highly motivated, creative and strategic thinker who is skilled at anticipating and resolving stakeholder relations issues
- Superior written, editorial and verbal communication skills, including public speaking and presentation skills
- Highly detail-oriented
- Ability to work in a collective impact model with demonstrated experience working with diverse stakeholders at frontline, senior manager levels across sectors to develop relationships and achieve shared goals
- Strong knowledge of all aspects of knowledge exchange (e.g., generation, synthesis, product development, dissemination, exchange, management, evaluation)
- Knowledge of evaluation and research methodologies to conduct research and data collection as part of the development and evaluation of knowledge exchange approaches and projects.
- Ability to interpret and identify key results from scientific research and to succinctly summarize research findings in plain language
- Experience in stakeholder consultation through surveys, focus groups, social media, etc.
- Ability to develop or inform the development of knowledge products such as toolkits, newsletters and policy briefs using feedback from knowledge users
- Demonstrated experience in applying best practices in knowledge exchange (e.g., communications, education/training, toolkit development, marketing, stakeholder engagement).
- Demonstrated ability to work independently, take initiative and contribute meaningfully to team projects
- Strong project management skills with demonstrated ability to meet timelines, deliverables, and manage competing priorities
- Ability to proactively identify issues and opportunities impacting successful building of the organization's capacity in knowledge mobilization
- Strong Microsoft Office skills, especially in Excel and PowerPoint, and a quick learner of new technology/software
- Ability to work flexibly and take on a variety of tasks as a member of a small team
- Ability to deal with highly sensitive and personal information in a confidential manner

Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

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The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to Halton CAS' accommodation process.

### **The Halton Children's Aid Society is an equal opportunity employer.**

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.