

Program Evaluation and Performance Measurement Specialist

Location – Toronto

Closing Date – Wednesday, August 26, 2020

Are you looking for a rewarding opportunity, a unique position working with our agile results management team? Our focus is to build organizational capacity in evidence-based decision-making, performance measurement and evaluative practice. Our team provides consulting services and advisory support to the ministry's program areas and sector partners in developing and implementing robust performance measurement and evaluation frameworks, citizen-centered program/service design, client journey mapping, user experience research, digital service standards, process improvement, and project management. Our team principles include simplifying complex concepts, being client oriented and pursuing continuous improvement in everything we do. If you are looking for a job where you can grow as an individual and a professional, consider this opportunity to join our team at the Ministry of Labour, Training and Skills Development. Bring your enthusiasm and your expertise and we'll be sure to provide some great challenges.

What can I expect to do in this role?

You will:

- provide evaluation and performance measurement research, analyses and assessments in support of quality assurance and continuous improvement in health and safety, employment standards and labour relations sectors
- develop, test and recommend tools and techniques to develop performance measures and outcomes, and to prepare materials that help communicate and build capacity of users on evaluation and performance measurement principles
- provide leadership for selected elements of evaluation and performance measurement projects as assigned
- develop, test, and/or participate in the development and maintenance of models, tools and prototypes used for evaluation and performance measurement; participate as a subject matter specialist on projects
- provide technical consultation and stakeholder relations services to support evaluation and measurement of outcomes for projects, processes, programs/services, pilot or strategic initiatives.

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How do I qualify?

Program Evaluation and Performance Measurement Knowledge

- You have knowledge of evaluation and performance measurement principles, practices, standards, tools and techniques, including, but not limited to, developing evaluation questions, data collection methods, quantitative and qualitative data analysis, logic models and results frameworks, performance indicators, user experience research, web analytics, client journey mapping techniques, digital service performance measures.
- You have knowledge of evaluation and performance management frameworks and strategies, related methods and techniques to support evidence-based decision-making principles.
- You can interpret and apply relevant legislation (e.g. Occupational Health and Safety Act, Employment Standards Act).

Research, Analytical and Problem-Solving Skills

- You have analytical and problem-solving skills to plan and participate to identify causes and effects and strengths and weaknesses in policy and program delivery, identify risks and recommend options that promote quality and continuous improvement.
- You have knowledge of research, statistical analysis, qualitative and quantitative data collection and analysis, evaluation methods, evidence-based decision-making frameworks and strategies, data assessment, cleaning and preparation for analysis, forecasting and benchmarking.

Project Management and Leadership Skills

- You have project management and planning skills to plan, prioritize, and participate in/lead project teams.
- You have leadership and teamwork skills to provide technical guidance and subject matter expertise to project team members.

Communication, Presentation and Computer Skills

- You have demonstrated oral and written communication and presentation skills to present complex material, exchange information and prepare draft reports, explanatory notes and correspondence for senior management.
- You have the ability to listen critically and seek input from stakeholders and decision-makers.
- You have experience using common software (e.g., MS Office 365) and ability to use specialized software (e.g., SPSS, NVivo, Power BI), to collect and analyze data for evaluation and performance measurement.

Negotiation, Consultation, Partnership- and Consensus-Building Skills

- You have negotiation, influencing and consensus-building skills to garner support and common understanding by decision makers for best options and recommended changes and solutions.
- You have partnership-building, consultation and collaboration skills to develop partnerships with stakeholders and others across the ministry and consult on issues.

Salary Range: \$1,282.89 - \$1,635.89 per week

Additional information:

- 1 Temporary, duration up to 12 months (with possibility of extension), 505 University Ave, Toronto, Toronto Region

Note:

- The information that you provide for the purpose of this competition and the results from this competition may be used to fill other positions. These positions may be of various tenures including short-term assignments. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the applicable collective agreement or policy provisions.

Please apply online, only, by **Wednesday, August 26, 2020**, by visiting www.ontario.ca/careers and entering **Job ID 151724** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

www.ontario.ca/careers