

Position Title:	Knowledge Specialist, Hepatitis C
Service:	Knowledge Exchange
Reports to:	Associate Director, Community Health Programming
Position(s) Supervised:	None
Status:	Full-time; permanent
Location:	Toronto, Ontario
Posting Date:	August 14, 2017

A. About CATIE:

CATIE is Canada's source for accessible, evidence-based information about HIV and hepatitis C prevention, testing, care and treatment and support. CATIE strengthens the national response to HIV and hepatitis C by fostering collaboration and capacity among people living with HIV and/or hepatitis C and other affected populations, frontline service providers and researchers to reduce transmission and improve health and well-being.

B. Primary Role:

The Knowledge Specialist, Hepatitis C will act as the primary resource within CATIE for current biomedical hepatitis C information and will provide expertise/consultation to external stakeholders. This will include reviewing and analyzing research; leading the development of hepatitis C knowledge products for service providers and clients; synthesizing evidence into CATIE's core knowledge exchange vehicles and supporting the uptake of hepatitis C knowledge across the organization and with external stakeholders. This full-time position is supervised by the Associate Director, Community Health Programming and is based at the CATIE office in Toronto.

C. Key Responsibilities:**Job Responsibility #1: Development and maintenance of a strong collection of hepatitis C service provider and client knowledge products (40%)**

1. Monitor new developments in research and practice through reviewing scientific and grey literature and other authoritative sources, and participating in learning activities and events.
2. Lead the development and revision of hepatitis C knowledge products including fact sheets and client resources from initial concept to final publication, including working with the cross-departmental hepatitis C team and advisors, writing or commissioning writers, editing, managing expert review, managing translation, and working with designers, printers and web developers.

3. Maintain the online resource *Hepatitis C: An in-depth guide* through regular review and updating of content, including basic editing in CATIE's online content management system.
4. Regularly review existing CATIE core biomedical hepatitis C knowledge products to ensure they are current and accurate.
5. Support the development of other CATIE-created hepatitis C knowledge products through sitting on advisory committees, research and writing, as required.
6. Share knowledge of core bio medical hepatitis C knowledge within CATIE as needed.

Job Responsibility #2: Incorporate new knowledge into CATIE hepatitis C knowledge synthesis vehicles (30%)

1. Produce *HepCInfo Updates*, CATIE's biweekly serial publication on what is new and newsworthy in hepatitis C policy, science and programs.
2. Develop and deliver webinars and in-person workshops and presentations.
3. Collaborate with internal and external stakeholders to assess new developments and determine appropriate knowledge exchange priorities and channels for making information relevant to CATIE audiences.

Job Responsibility #3: Support the uptake of hepatitis C knowledge within the organization and with external stakeholders (15%)

1. Respond to requests for in-depth information on core biomedical knowledge of hepatitis C from other CATIE programs.
2. Act as the knowledge hub in hepatitis C, as defined by CATIE's knowledge management strategy.
3. Participate in workshops, speaking engagements, expert review and consultations with external stakeholders, including select biomedical and research organizations, community based organizations, media events and other venues, as required.

Job Responsibility #4: Participation on Prevention in Focus editorial team and development of articles (15%)

1. Participate in monthly meetings of the *Prevention in Focus* editorial team. This will include participation in lineup selection, and reviewing and editing of articles.
2. Develop at least one article on a prevention-related topic in hepatitis C for each issue of *Prevention in Focus*.

D. Knowledge and Skills Required

1. Post-secondary education and experience in health sciences, public health, adult education or a related discipline;

2. Research skills and experience in identifying, gathering, evaluating, interpreting and synthesizing information from external sources, particularly scientific and medical journals, online databases and grey literature;
3. Superior English writing and editing skills in explaining complex information using clear and simple language;
4. Excellent project management skills and experience;
5. Demonstrated ability to work independently, to set priorities and work schedules to meet deadlines, and the ability to be tactful, discreet and sensitive to confidential matters;
6. Experience with working in a web-based content management system is an asset;
7. Knowledge of and experience working/volunteering in hepatitis C issues in the Canadian context is highly desirable;
8. Knowledge of CATIE's mandate, program direction and service philosophy to support development and implementation of program management; and,
9. Competency in both written and spoken French is highly desirable.

CATIE is committed to employment equity and encourages applications from people living with HIV and/or hepatitis C; visible minorities and people with culturally diverse backgrounds; people of all gender identities and sexual orientations; and people with disabilities.

Interested applicants should visit our website at www.catie.ca.

E-mail applications preferred. No phone calls, please.

We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Deadline for applications: September 5, 2017

Submit applications to: jobs@catie.ca

NOTE: To reduce the number of "spam" responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE Knowledge Specialist.