

Position Title:	Knowledge Specialist, Hepatitis C
Service:	Knowledge Exchange
Reports to:	Director, Hepatitis C Knowledge Exchange
Position(s) Supervised:	None
Status:	Full-time
Location:	Toronto, Ontario
Posting Date:	January 17, 2020

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 Director, Hepatitis C Knowledge Exchange. Based at the CATIE office in Toronto, this position will travel between 5-10% of time.

C. Key Responsibilities

Job Responsibility #1: Development and maintenance of a strong collection of hepatitis C service provider and client knowledge products (45%)

1. Monitors new developments in research and practice through reviewing scientific and grey literature and other authoritative sources, and participating in learning activities and events.
2. Leads 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. Maintains 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 reviews existing CATIE core biomedical hepatitis C knowledge products to ensure they are current and accurate.
5. Supports the development of other CATIE-created hepatitis C knowledge products through sitting on advisory committees, research and writing, as required.
6. Shares knowledge of core bio medical hepatitis C knowledge within CATIE as needed.

Job Responsibility #2: Incorporation of new knowledge into CATIE hepatitis C knowledge synthesis vehicles (40%)

1. Produces knowledge synthesis products including educational modules, news articles, position statements, blogs, and develops and delivers webinars and in-person presentations.
2. Participates in monthly meetings of the *Prevention in Focus* editorial team, including participation in lineup selection, and reviewing and editing of articles; develops at least one article on a prevention-related topic in hepatitis C for each issue of *Prevention in Focus*.
3. Collaborates with internal and external stakeholders to assess new developments and determines appropriate knowledge exchange priorities and channels for making information relevant to CATIE audiences.

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

1. Responds to requests for in-depth information on core biomedical knowledge of hepatitis C from other CATIE programs.
2. Acts as the knowledge hub in hepatitis C, as defined by CATIE's knowledge management strategy.
3. Participates 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.

D. Knowledge and Skills Required

1. Graduate level 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.
9. Competency in both written and spoken French is highly desirable.
10. Ability to travel locally and domestically between 5-10% of time.

"CATIE is committed to employment equity and encourages applications from people that identify as racialized, people with culturally diverse backgrounds, people of all gender identities and sexual orientations, and people with disabilities. CATIE recognizes the need for experience, knowledge, and guidance from communities disproportionately impacted by HIV and hepatitis C, including those with lived experience or living with HIV or hepatitis C. Additionally, accommodations are available on request for candidates taking part in all aspects of the interviewing process."

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: Wednesday, February 12, 2020

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 2334.