

Manager, Effective Measures

Application deadline: May 15th, 2023

SALARY: CAD 27.50 HOURLY

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FULL TIME EMPLOYMENT - HYBRID OTTAWA, ONTARIO

About Social Planning Council of Ottawa (SPCO)

Our mission is to provide the residents of Ottawa with the means to exercise informed leadership on issues affecting their social and economic wellbeing

Our Vision is to achieve our mandate through:

- Identifying and analyzing the social needs in the community
- Providing leadership in planning and establishing priorities for meeting the identified needs
- Monitoring and evaluating changes in the policy and resource environment
- Encouraging informed involvement by our members and the wider public in critical social issues
- Encouraging and enabling social service organizations to respond to change
- Taking an active advocacy role in social and economic policy
- Influencing decision-makers by making them aware of the need for and consequences of social and economic policies.

Effective Measures is a social enterprise of the Social Planning Council of Ottawa (SPCO) that provides research and evaluation services in support of community programs and initiatives aimed at improving the lives of all Ottawans. Please visit our social enterprise website for more details: <http://effectivemeasures.ca/>

The Manager, Effective Measures is a research and evaluation specialist responsible for leading and promoting the SPCO Effective Measures social enterprise and for designing, conducting, and reporting on research and evaluation projects. Specific responsibilities include conducting research and evaluation and leading the Effective Measures social enterprise, as described below. In addition, the incumbent works with other SPCO staff to align and coordinate activities, to provide mutual support as needed, and to collectively meet the organisation's goals.

Research and Evaluation

- Work with stakeholders to develop, communicate, negotiate, and obtain approval of evaluation plans and frameworks for projects and programs.
- Conduct quantitative and qualitative evaluations and research, which may include any or all of the following:
 - Establishing rationale/need for the evaluation or research.
 - Establishing or confirming evaluation or research questions.
 - Selecting an appropriate evaluation model or research approach.
 - Creating the evaluation or research design and work plan.
 - Developing data collection tools.
 - Collecting statistical and narrative data.
 - Analyzing the data to answer the evaluation or research questions.

- o Drawing conclusions from the data.
- o Making decisions on a program’s efficiency, effectiveness, and impact.
- o Developing recommendations for follow up.
- Prepare and present evaluation and research reports and PowerPoint presentations that clearly communicate the methodology, findings, and any resulting recommendations.

The work is often conducted in a participative approach with program staff, partners, and other stakeholders.

Social Enterprise Leadership

- Work with SPCO leadership to develop and deliver on a business plan for the Effective Measures social enterprise, including goals, strategies, financial targets, and key indicators.
- Monitor and report on progress.
- Reach out to current and potential clients to secure contracts for research and evaluation projects.
- Monitor funder and community sites for grant and proposal opportunities.
- Develop and submit proposals for grants or contracts.
- Prepare and submit invoices for payment.
- Mentor, supervise and train research and evaluation staff and volunteers.

Qualifications

- Expertise in evaluation methods and tools, including familiarity with current data-gathering techniques and technology.
- Ability to observe, analyze and interpret data using a critical thinking approach.
- Strong leadership and work planning and organization skills.
- Excellent oral and written communication skills, including the ability to organize and summarize information in a clear and concise manner and to diplomatically deliver constructive criticism.
- Excellent interpersonal skills, including interviewing skills, collaboration skills, and flexibility to adapt to various contexts and changing demands.
- Systems thinking and an understanding of broader socio-economic trends.
- Commitment to ensuring that evaluation activities are done in a culturally competent manner.
- Ability to use various software programs for planning, time management, data collection and analysis, writing, presentations, etc.

We would like to hear from you if you are interested in this role. Please forward your cover letter and resume confidentially to office@spcottawa.on.ca and include “Manager, Effective Measures – YOUR NAME” in the subject line of your email.

Social Planning Council of Ottawa is committed to providing an inclusive workplace that embraces diversity, values differences, and supports the full participation of all employees. We welcome applications from racialized persons/persons of colour, Indigenous persons, persons with disabilities, 2S

& LGBTQIA+ persons, and other persons from diverse backgrounds. Upon request, we offer accommodations to applicants with disabilities throughout our hiring process.

We thank all applicants for their interest; however, only those under consideration for the role will be contacted.

This is a full-time employment and the hourly salary for this position \$27.50.