Policy Advisor

Toronto Academic Health Science Network

The Toronto Academic Health Science Network (TAHSN) is a dynamic network comprised of the University of Toronto and 12 of its affiliated academic and research hospitals, each of which are nationally and internationally renowned. These organizations work collaboratively to advance a shared academic mission of providing high quality patient care, conducting innovative research, offering world renowned top-quality education programs, and participating in knowledge transfer.

TAHSN is seeking an **Advisor** to fill a 12-month maternity leave (expected to begin mid-November 2018). The Advisor's primary role will be to work with a number of executive-level TAHSN committees on specific initiatives. Specific responsibilities include:

- Work collaboratively with the Executive Director, Manager and the TAHSN team to facilitate committee work and initiatives in alignment with the strategic directions of the organization.

- Manage and support the Education Committee (comprised of senior executives) in the role of project and issues manager. Working with Committee Co-Chairs in overseeing the committee and its working groups, developing and maintaining relationships with committee members, and helping to facilitate the committee's objectives in line with TAHSN's mandate.

- Develop meeting agendas, briefing materials, project plans, and related material to support committee operations and projects.

- Conduct quantitative and qualitative research, policy analysis, literature reviews, and environmental scans to enable evidence-based decision making. Actively monitor and report on emerging issues pertinent to committee initiatives.

Qualifications

The successful candidate can demonstrate the following characteristics:

- Minimum of 4-5 years of relevant experience in health administration, health policy, public policy, and/or related environment
- Graduate level education in a related field
- Critical thinker, with solid research and analytical skills
- Self-starter with proven experience managing multiple complex projects in a multi-stakeholder environment
- Strong oral and written communications skills
- Strong interpersonal, presentation and facilitation skills
- Ability to develop and maintain relationships with internal and external executive-level stakeholders
- Highly organized, accurate and detail-oriented
- Thrives in a fast paced, highly productive team environment
- Enthusiasm, drive and focus

Interested candidates should submit their résumé and cover letter, stating salary expectations, to jobs@brownconsulting.ca. No phone calls or agency solicitation please.

Please specify TAHSN Advisor in the subject line. We thank all candidates who apply, however, only those chosen for an interview will be contacted.