

Job Description

Job Title:	Planning & Program Evaluation Specialist
Department:	Human Rights, Equity and Inclusion
Reports To:	Director, Sexual Violence Prevention and Response
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	March 2021

Primary Purpose

Reporting to the Director, Sexual Violence Prevention and Response the Planning & Program Evaluation Specialist will be responsible for the evaluation of key programs and initiatives related to sexual violence prevention and response. Key responsibilities include, but are not limited to: evaluating effectiveness of current programs and initiatives, identifying programming gaps and collaboration opportunities with other campus stakeholders, discovering trends on campus and how this informs the work of the Sexual Violence Prevention and Response Office, and remaining up-to-date on promising practices and emerging approaches.

Key Accountabilities

Data Collection, Research and Evaluation

- Maintains awareness of, analyzes, and understands all types of recorded university data, including but not limited to key performance indicators, student satisfactions surveys, climate surveys, NSSE, and government reporting data related to sexual violence issues on campus; determines any applications and implications pertinent to SVPRO strategies and educates the staff accordingly.
- Conducts best practice analyses and literature reviews, situational assessments, and formative and outcome evaluations to ensure evidence-based plans and programs and inform future initiatives
- Utilizes knowledge translation skills to disseminate research findings in accurate, timely, and meaningful manner. Tailor the information to meet various audiences on campus and deliver virtual or in-person presentations of research results

Collaboration and Partnerships with relevant stakeholders both on and off campus

- Collaborates and builds partnerships across campus, including members of main campus, the Affiliated Colleges and satellite campuses to identify, plan and implement data collection and evaluation initiatives as they relate to sexual violence prevention and response
- Develops working relationships across the institution, including, but not limited to, Institutional Analysis and Planning (IAP), Health Promotion, Student Success Office (SSO), Athletics, Housing, Equity Office and Indigenous Initiatives to enhance understanding of institutional practices and stakeholder needs
- Explores and establishes relationships with off campus community partners, where appropriate
- Collaborates with SVPRO staff to develop and implement campus events or activities related to consent and sexual violence awareness such as Consent Week, orientation, 16 Days of Activism Against Gender Based Violence, and others
- Works closely with SVPRO staff to ensure a coordinated and integrated approach to data collection, evaluation, and communication

Administration

Job Description



- Develops and maintains data collection and evaluation documentation outlining goals, outcomes and ongoing progress
- Participates in regular team meetings and other meetings as requested or directed by the Director, Sexual Violence Prevention and Response
- Performs other duties and assists with special projects or tasks as assigned

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- University degree, Masters degree in a related field (e.g. public health, social work, community psychology etc.) required or equivalent education and experience.

Experience

- 3 – 5 years demonstrated experience in program planning, evaluation and research, particularly related to sexual violence prevention and response
- Technical expertise in the application of quantitative and qualitative evaluation methods, including data collection, analysis, report writing and project management to support and lead program planning and evaluations
- Previous experience applying skills in a post-secondary setting preferred

Knowledge/Skills/Abilities

- Proven ability to apply feminist, trauma-informed, anti-oppressive, anti-racist and intersectional approaches and analysis to the planning and evaluation process
- Utilizes political acumen and interpersonal skills to foster and nurture relationships with a range of stakeholders across the University, remaining sensitive to the particular and unique needs of each
- Comfortable managing confidential materials and must exercise sound judgment, tact, integrity, and diplomacy
- Ability to perform literature searches, reviews, and critically appraise and synthesize evidence
- Strong understanding of relevant legislation and policies, including but not limited to Bill 132, Ontario Human Rights Code, Truth and Reconciliation Calls to Action (as well as other relevant legislation) and the application of these in an institutional context
- Ability to engage internal and external stakeholders in the development of sound programming and evaluation strategies
- Highly developed interpersonal, teamwork and relationship building skills to develop and maintain partnerships and collaborations with team members and external stakeholders as required
- Ability to work independently as well as part of a multidisciplinary team
- Demonstrated computer and research skills, including Microsoft Office suite, SharePoint, and/or other data content management systems

Nature and Scope

Job Description



- **Contacts:** Internally, the Planning and Evaluation Specialist engages with faculty, staff and students, Faculties and Academic Support Units, across the institution. Works with external organizations regarding planning and evaluation where appropriate.
- **Level of Responsibility:** This position is responsible for supporting the SVPRO in developing and maintaining ongoing program and initiative evaluation and planning. This position will often manage highly confidential and sensitive information and as such must demonstrate professionalism and sound judgement to maintain and store data that is critical to the deliverables of the University of Waterloo.
- **Decision-Making Authority:** This position is expected to be self-directed in executing their responsibilities. The role has a mix of routine and non-routine tasks and requires tact, integrity, and discretion. In consultation with the supervisor, this role will determine the course of action to solve problems and to exert a positive influence on stakeholders.
- **Physical and Sensory Demands:** Minimal physical demands typical of a position operating within an office environment such as periods of extensive sitting. Moderate sensory effort from computer-based work resulting in slight fatigue, strain or risk of injury.
- **Working Environment:** This role involves minimal to moderate exposure to psychological risk resulting from unavoidable exposure to disagreeable or uncomfortable environmental conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions (e.g. phone calls, emails, unexpected meeting requests). When needed, there may be unusual hours of schedules to meet stakeholder needs.