

Position Title:	<b>Knowledge Specialist, Hepatitis C</b>
Service:	Knowledge Exchange
Reports to:	Manager, Hepatitis C Knowledge Mobilization
Position(s) Supervised:	None
Status:	Full-time
Location:	Flexible: Remote or Hybrid
Posting Date:	December 20, 2023
Salary Range:	\$60,000 *

### **A. About CATIE**

CATIE strengthens Canada’s response to HIV and hepatitis C by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention, testing, treatment and harm reduction programs. As Canada’s official knowledge broker for HIV and hepatitis C, you can count on use for up-to-date, accurate and unbiased information.

### **B. Primary Role**

The Knowledge Specialist, Hepatitis C will act as the primary resource within CATIE for current biomedical hepatitis C information. 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 Manager, Hepatitis C Knowledge Mobilization. The location of this position is flexible, and can be full-time remote or a combination of full-time remote and 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 (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 biomedical 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. Strong verbal communication skills, including presentation skills.
5. Excellent project management skills and experience.
6. 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.
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, 1-3 times per year.

### **Benefits of Working with CATIE**

CATIE offers:

- Flexible work arrangement and the ability to work anywhere within Canada
- A diverse, inclusive, and supportive team
- Generous leave entitlement
- Benefits that include extended health, dental, and life insurance
- Pension plan

*Our team includes people from diverse cultural, ethnic and linguistic backgrounds. Although we are proud to offer all of our activities in French and English, internal communications are mostly in English.*

*CATIE is committed to employment equity and encourages applications from Black, Indigenous and racialized people, people of all gender identities and sexual orientations, and people with disabilities. CATIE also recognizes the need for experience, knowledge and guidance from communities disproportionately affected by HIV and hepatitis C, including people living with HIV or with current or lived experience of hepatitis C or substance use.*

*HIV and hepatitis C disproportionately affect many racialized communities, yet these communities are underrepresented in paid staff positions of many HIV and hepatitis C organizations, including CATIE. We are working to change this by prioritizing anti-racism in our work and our operations, and striving to create a diverse, equitable and inclusive environment for racialized people to work and thrive.*

*\* Recognizing that salary negotiations in the hiring process often increase gender and racial disparities, the posted salary is determined and fixed prior to candidate selection and is part of CATIE's commitment to pay equity.*

Interested applicants should visit our website at [www.catie.ca](http://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:** Friday, January 12, 2024

**Submit applications to:** [jobs@catie.ca](mailto: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 2363.