Position: Knowledge Management & Translation Analyst, Global Health Innovation
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: Knowledge Management & Translation Manager
Status: Full-time, Permanent
Salary: $58,500 + benefits

Grand Challenges Canada (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovators in low- and middle-income countries and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. We have a determined focus on results, and on saving and improving lives. GCC works closely with a global network of partners to bring successful innovation to scale, catalyzing sustainability and impact.

As one of the largest impact-first funders in Canada, GCC has funded over 1,400 innovations championed by innovators in more than 102 countries. These innovations have already improved more than 21 million lives and saved more than 62,000 lives.

The Knowledge Management & Translation Analyst plays a critical role in supporting data cleaning and management, analyzing datasets and summarizing key findings, preparing results and narrative reports for donors and stakeholders, and providing occasional monitoring and evaluation support to select global health innovators. Reporting to the Knowledge Management and Translation Manager, the role provides foundational support to the wider Knowledge Management and Translation Team and works collaboratively with other teams across the organization.

The Knowledge Management & Translation Analyst is a "doer" and critical thinker who has a keen eye for details and data patterns, enjoys using Excel daily to understand results, and has a strong sense of initiative. They enjoy the challenge of managing and analyzing data, as well as working with imperfect data sets to answer strategic questions. The Knowledge Management & Translation Analyst will ensure that GCC's data is well organized and accurate and will support the organization to gather and manage reliable evidence that demonstrates the impact of GCC's funding across programs.

Key Responsibilities

- **Data Management**
  - Enter, clean, and update data in Fluxx (GCC's grant management system), with input from other teams as needed.
  - Support the Knowledge Management Team, the Grant Management Team and external consultants to design, enhance, and streamline the data architecture in Fluxx
  - Understand where data is located and stored across Fluxx, SharePoint, and GCC's server, and be able to quickly and efficiently use and analyze the data to respond to information requests across the organization
  - Review data regularly to ensure that it is accurate and up-to-date, and identify any discrepancies and irregularities

- o Support the Knowledge Management Associates in facilitating data entry processes for Fluxx, and in doing so, support with maintaining resources and organizing trainings for Programs teams to ensure that data entry processes are standardized, and well understood

- **Knowledge Translation**
  - o Support the development of knowledge products by analyzing quantitative and qualitative data, interpreting results, and preparing reports and presentations to disseminate results (i.e. quarterly reports to donors, the Board of Directors, organizational leadership, etc.)
  - o Support knowledge translation and information sharing across teams (for example, supporting the Knowledge Management & Translation team with interpreting and presenting data for quarterly reports and dashboards)
  - o Enhance GCC's processes and procedures related to data collection, management, analysis, and sharing

- **Impact Measurement**
  - o Support impact measurement across programs by reviewing expected and actual results that have been submitted by innovators that require critical review and validation (i.e. due to data gaps, complexities with the results, or when an innovation is being considered for further investment.
  - o Work with the KMT Team and the Programs Teams to integrate and adapt impact measurement approaches into portfolio management processes, as well as KMT processes and systems
  - o Support the adaptation of results-based management tools, frameworks, and processes amongst GCC staff and innovators
  - o Support the Programs teams and innovators to understand GCC's impact measurement requirements (primarily for the Global Health Innovation Program, and occasionally for the Humanitarian Grand Challenge and Indigenous Innovation Initiative)

About You:
- You have 1-2 years of monitoring & evaluation or research experience
- You have an undergraduate degree in a relevant discipline (e.g. health sciences, global health, public health, international development, social justice, etc)- or commensurate work experience
- You are detail-oriented and enjoy using Excel as a core part of your daily work
- You have strong time management skills and work well independently, and also enjoy team collaboration
- You have excellent verbal and written communication skills
- You have some knowledge of statistical analysis and research methodology, and are interested in growing your skills in this area
- Note: Bilingualism in English/French is considered as an asset for this role

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Location and Work Requirements:
- We are currently working in a hybrid model with time in office and working from home. GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Some international travel may be required.
- Applicants must be eligible to work in Canada.

Permanent Full-Time Benefits
- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan
- Four (4) weeks of paid vacation
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.

Term
- Start date: Immediate
- Status: Full time, Permanent

Application process
- Please submit your resume and cover letter here

POSTED DATE: 23 January 2024   **CLOSING DATE:** 06 February 2024