

About Us

As steward of the Canadian Strategy for Cancer Control (the Strategy), the Canadian Partnership Against Cancer works with provincial and territorial ministries of health and their cancer programs, First Nations, Inuit and Métis governments and organizations, health system leaders and experts, and people affected by cancer across Canada to implement the Strategy to improve cancer outcomes for all people in Canada. Learn more at www.partnershipagainstcancer.ca.

Analyst, Strategy and Partner Engagement (LEVEL 5)

Division overview

The Strategic Partnerships Division plays a key role in the engagement of partners in Canada's health system and broader cancer community who are critical to implementing practice and policy changes that deliver on the priorities of the [2019-2029 Canadian Strategy for Cancer Control](#). The division works with the Partnership's program teams and system partners to develop work plans, monitor progress, and regularly assess new and evolving work to ensure it aligns with the eight priorities of the Strategy.

The Strategic Partnership leads communications activities to support and profile the collaborations that drive towards the outcomes of the Strategy. The division also oversees a special agenda of working alongside First Nations, Inuit and Métis to advance People-specific priorities and actions, outlined in the Strategy, by co-developing and implementing solutions to improving cancer care for those in these communities.

Overview of Role

The *Analyst, Strategy and Partner Engagement* supports the Strategic Partnerships Division in carrying out projects and initiatives to achieve organizational priorities. Reporting to the Manager, Partner Engagement, the incumbent provides coordination and analytic support to deliver on program/project objectives. As a highly organized professional with strong attention to detail and time management skills, this position delivers on the tasks of the job while contributing to CPAC's overall vision to reduce the burden of cancer on all Canadians.

Core Responsibilities & Activities

- Provides operational, analytical and project management support to the Strategy and Partner Engagement team including meeting coordination and planning, development of meeting materials, environmental scanning and literature analysis, and follow-up on action items.
- Contribute to the key activities of the partner engagement team through:

- Synthesis, analysis and reporting of internal and external intelligence, including policy briefs, partner reports, jurisdictional budgets, and other knowledge products.
- Coordination of information collection and dissemination both internally and to external partners.
- Development of content and products for review by the management team and senior leadership.
- Planning and organizing meetings with internal and external partners, including but not limited to Partnership Council meetings.
- Providing program/project support which may include managing small projects as assigned and assisting with the management of larger projects.
- Monitor, gather, analyze, and synthesize external intelligence related to federal, provincial, and territorial health systems, cancer control priorities, government initiatives, policy developments, and partner activities. Translate findings into actionable insights, jurisdictional snapshots, briefing materials, key messages, budget summaries, environmental scans, reports, technical presentations, and recommendations to support strategic planning and decision-making.
- Explore new opportunities to connect with potential partners within and beyond the mainstream healthcare system.
- Support the on-going work of the Regional Integration Office (RIO), which aims to support coordination of engagement with partners across Canada to accelerate action and delivery of CPAC's refreshed strategy and outcomes.
- Supports the Manager and contributes to the overall Partner Engagement portfolio; providing input and coverage in the absence of other team members, as required.
- Provides support throughout the organization as required including other duties and ad hoc projects.
- Support partner engagement and communications efforts, in collaboration with program teams, Communications, First Nations, Inuit and Métis Cancer Strategy, and the broader Strategy and Partner Engagement team.

General Accountabilities

- Contribute to and reinforce a collaborative and respectful culture.
- Accountable for collaboration across divisions and portfolios and with external partners.
- Support achievement of strategic priorities and core enabling functions.
- Responsible for supporting division strategy and goals and delivering results on time and within budget.

Competencies

The Partnership's core competencies are a key element to reviewing performance. While the duties and responsibilities of a position tell you the "what," the competencies tell you the "how." We have developed universal competencies which we expect to be exhibited by all employees regardless of level or position.

Universal Competencies

- **Inclusion**- Contributes to a work environment where all people feel safe, have a sense of

belonging, feel valued for their differences, and are empowered to participate and contribute freely.

- **Collaboration and Teamwork**- Works well with others both internally and externally to achieve individual goals, team goals, and/or organizational goals. Understands that a combined effort leads to greater results than those achieved by individuals.
- **Organizational Awareness**- Contributes by aligning actions with the organization's goals, core functions, needs, and values. Understands how the organization functions internally and externally in the broader system.
- **Design-Thinking**- Designs solutions with the end user in mind. Clearly defines problems in order to address the real needs. Adopts an iterative approach to designing solutions, integrating ideas or feedback generated at various stages.

Role-specific Competencies

- **Strategic Thinking** - Collects, analyzes, and synthesizes information from multiple sources to identify trends, risks, opportunities, and implications.
- **Insight Generation** - Applies sound judgment and political awareness to inform recommendations and decision-making.

Experience and Qualifications

- Undergraduate degree in Health Administration, Public Administration, Health Policy, or other relevant discipline, or an acceptable combination of education and experience.
- Minimum 3 years' experience, preferably in the government, non-profit or healthcare sector.
- Experience in literature reviews and environmental scans.
- Self-motivated with strong initiative and ability to work independently, prioritize and multi-task within a fast-paced environment.
- Strong organizational, process development, project management/coordination and anticipatory skills and strong attention to detail.
- Strong verbal and written communication skills with experience interpreting, synthesizing research, and technical information.
- Ability to establish effective working relationships with key internal and external stakeholders, partners, and colleagues.
- Proficient in Microsoft 365 (Outlook, Word, Excel, PowerPoint, SharePoint, Microsoft Teams, OneDrive).
- Experience working with provincial, national, and international cancer organizations and professional associations is an asset.
- Experience working with First Nations, Inuit and Métis organizations and/or communities is an asset.
- Bilingual in both English and French is an asset.