

Job Description

Job Title:	Senior Measurement Lead
Job Category:	Specialist/Management
Reports to:	Director, Measurement & Evaluation

SUMMARY

The Senior Measurement Lead is responsible for a wide range of services that support the planning, development, and implementation of HEC's monitoring and evaluation work to assess and learn from its performance and demonstrate its value. This position will be responsible for the management and functioning of measurement activities as well as cross-cutting organizational evaluation and learning activities that allows HEC to integrate evidence-informed results and best practices into its programming and to effectively manage for results.

DUTIES & RESPONSIBILITIES

- Leads the development, refinement, and implementation of HEC's performance measurement strategy and activities in alignment with HEC's Logic Model and Performance Measurement Framework (PMF).
- Works with senior staff, the Director, Measurement & Evaluation, and program staff to develop, revise, and monitor HEC's corporate indicators and targets for monitoring and evaluation.
- Works with senior staff and programs to develop the performance measurement framework (PMF) and logic model for HEC, including developing and revising the performance measurement indicators.
- Supports the Director, Measurement & Evaluation in the planning, development, and implementation of HEC's monitoring and program evaluation work to enable healthcare leaders to make informed decisions about healthcare and allow them to measure how well their healthcare organizations are being run.
- Leads the design and development of data collection tools for performance measurement for monitoring and reporting.
- Leads and/or oversees the corporate evaluation and other independent evaluations of HEC as required in collaboration with the Director, Measurement & Evaluation.

- Builds on existing infrastructure to manage and improve a monitoring and evaluation system that ensures the collection and management of quality data throughout the life cycle of HEC's programs, including the refinement and ongoing development and maintenance of HEC's delivery management system (DMS) for results and outcome reporting.
- Develops and maintains a uniform and consistent data collection and reporting methodology and schedule, ensuring consistent and timely application of all components of the monitoring and evaluation system, including establishing data quality protocols, reporting timelines, as well as managing data and information for easy retrieval and analysis. Analyzes quantitative and qualitative data to extract meaningful insights.
- Contributes to overall strategy by integrating data and evidence-based insights.
- Prepares reports for internal use, funders, and interest holders, ensuring clarity and accuracy.
- Leverages data visualization tools (e.g. Power BI) to create interactive dashboards and visual reports that effectively communicate trends, support storytelling and strategic decision-making among technical and non-technical audiences.
- Builds performance measurement capacity and helps lead a culture of data-informed decision-making across the organization.
- Support the integration of AI-driven methodologies into measurement strategies, guiding HEC to be ready to apply automation and predictive analytics to improve data accuracy, efficiency, and business impact.
- Develops and maintains expertise on measurement approaches relevant to the analysis of the impact of HEC.
- Facilitates learning reviews and after-action reviews to reflect on program results.
- Supports HEC program staff to integrate feedback and lessons learned into program design and strategy refinement.
- Works closely with program leads, interest holders, and partners to align measurement with broader goals.
- Provides project management and coordination oversight with external contractors as necessary.

- Manages data storage, cleaning, and processing systems (often using software like Excel, KoboToolbox, DHIS2, CommCare, or Power BI).
- Periodically acts as back-up to the Measurement Analyst.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's degree in healthcare improvement, health policy and evaluation, health economics, public administration, public health, epidemiology, or in a discipline relevant to evaluation in healthcare improvement or equivalent education and/or work experience is required.
- Minimum of five (5) years progressive experience in measurement/ evaluation is required, preferably in healthcare or a not-for-profit (NFP) organization.
- Bilingual in French and English is preferred.
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Proficiency in data analysis tools (e.g., Excel, Stata, R, or Power BI).
- Proven experience working on monitoring, evaluation, data collection, and data analysis is required.
- Demonstrated ability to create evidence-based performance indicators is required.
- Knowledge of, or experience in, research methods is required.
- Experience applying AI and machine learning techniques within measurement, analytics, or evaluation framework is preferred.

SKILLS & COMPETENCIES

- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.

- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.
- Clear communicator who can translate data into action.
- Proficiency in the use of AI tools and technologies for enhanced data analysis and other applicable functions.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: No direct reports.

Provides functional advice: Provides strategic advice and guidance on all aspects of performance measurement, including positioning for the future. Provides advice, recommendations, and action plans to the Director, Measurement & Evaluation and the Vice-President, Operations & Impact.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels.

External: Establishes and maintains effective relationships with external partners. Leads and/or liaises and participates in communities of practice on performance measurement with Health Canada and external partners (e.g., other PCHOs, other healthcare organizations).

EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. High degree of concentration and focused thinking/analysis. Extensive reading, scanning, and independent learning required.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted.