Evaluation Lead

Department: Research

Posting Date: May 16, 2025 - June 5, 2025

Term: Indefinite-term contract

Hiring Range: $75,000 - $85,000 annual salary

Benefits: Extensive benefit package inclusive of health, dental, RRSP matching, and paid personal days. Hybrid working options available for team members.

Vacancy: New position

Background

The [Schlegel-UW Research Institute for Aging](#) (RIA) is a charitable non-profit organization that partners with the University of Waterloo, Conestoga College, and Schlegel Villages to enhance care and quality of life for older adults. Through engagement with key partners and collaborators, RIA supports practice-relevant research and knowledge mobilization. Research evidence is used to inform programs, education and training, and influence practice and policy.

RIA's research department is a dynamic, collaborative, and impact-focused portfolio. The department is responsible for research, evaluation and knowledge mobilization projects that embrace partnerships with researchers, people with lived experience, and sector organizations. The department is deeply committed to collaboration, responsiveness, and real-world application of evidence. In collaboration with other RIA departments, the research department works across disciplines to support system-level change in aging, seniors care, and seniors' health and well-being.

Primary Purpose

The Evaluation Lead is a self-motivated individual who is able to lead the planning and design of evaluation initiatives with an aim to improve the quality of life and health of older adults. This role will engage with partners/funders to understand the purpose and establish clear evaluation objectives. This includes identifying key questions the evaluation will answer, determining scope, and selecting the appropriate methodology. Additionally, the Evaluation Lead will develop a clear timeline and budget. This role will require a high level of communication with the RIA team and funders to ensure that the evaluation plan is understood and the design is rigorous.

The role will support RIA's vision, mission, and values as well as have an interest and passion for enhancing quality of life and care for older adults and those who care for them.

Key Accountabilities

1. **Evaluation Leadership:** Provide leadership to the development of evaluation plans, frameworks, and methodologies to assess the effectiveness and impact of programs or initiatives. Ensure that the evaluation objectives align with the goals of the funders or organization, including understanding the expectations for how the evaluation results will be used and defining the scope of the evaluation. Prepare and submit ethics applications when suitable.

2. **Evaluation Design and Planning:** Decide on the appropriate evaluation type (e.g., formative, summative, process, impact). Create evaluation plans including data collection methods, tools (e.g. surveys, interview guides) and analysis plans to align with evaluation outcomes. Identify indicators and appropriate data sources to ensure quality and accuracy. Work with funders to establish an appropriate budget for the evaluation, including costs for data collection, analysis and reporting. Identify necessary resources, including personnel and materials and confirm that they are available for the evaluation process.

3. **Data Analysis**: Analyze quantitative and qualitative evaluation data beyond descriptive statistics to inform project progress, and project and organizational impact. Synthesize and present evaluation data to inform project reporting.

4. **Communication and Reporting**: Strong written and verbal communication skills with the ability to tailor messaging to diverse audiences. Present and discuss matters with partners/funders through a variety of virtual and in-person events and meetings. Proactively report to funders, team members, and key partners on activities, and contribute to the writing and dissemination of various written products, including grant applications, technical reports, and program reports. Ability to chair or facilitate meetings and document meeting outcomes.

5. **Teamwork:** Work closely with the research and project teams to coordinate evaluations within research, programs and organizational objectives. Work collaboratively with external partners, funders, researchers and RIA team members to meet evaluation goals. Provide leadership and mentorship to project teams, support staff and/or casual staff as part of our pooled-resource staffing model. Actively participate in team and organizational-wide meetings in-person and virtually.

6. **Other:** Take on additional tasks, activities and special projects, as they arise.

Position Requirements

Education:

University degree or equivalent experience in evaluation, social sciences, gerontology or other related discipline. Credentialed evaluator (CE) designation required.

Skills and Experience:

- A minimum of 5 years of experience in evaluation development and implementation for mixed-method evaluations for large-scale projects.
- A minimum of 3 years experience collecting, managing, and analyzing both quantitative and qualitative data with the ability to synthesize and interpret evaluation findings to help inform project progress, problem solving, and contribute to funding agency reporting.
- Experience working with and building effective working relationships with partners, including funding organizations.

- Strong writing and communication skills to support proposals, reporting and presentations.
- Excellent interpersonal and communication skills to work effectively with in-house and remote teams, external vendors and partners.
- Highly motivated, detail-oriented individual with the ability to multitask, prioritize, and meet tight deadlines and manage change within a high demand environment.
- Experienced at agenda setting, chairing meetings and driving collaborative decision-making.
- Knowledge about the senior living sector is an asset.
- Proficiency in the use of computers and various software applications including, Google, Microsoft Office Suite (Word, Excel, PowerPoint), webinar platforms.
- Fluent in English. Fluency in French is an asset but not required.
- Must have a valid driver's licence and be available for occasional travel.
- Eligible to obtain a clear police background and record check.

Scope of Work

- **Interpersonal Skills:** Communicates effectively with internal team members and external partners; professionally represents the RIA in all communications and at events.
- **Level of Responsibility:** Responsible for ensuring the effective and efficient implementation of projects in alignment with the goals and objectives.
- **Decision-Making Authority:** Responsible for the day-to-day operations of a variety of projects with support from the supervisor.
- **Physical and Sensory Demands:** Minimal demands, typical of a position operating within an office environment; periods of extensive sitting at a desk and in meetings and concentrated use of visual senses; substantial repetitive keyboard/mouse movement; high sensory demands because of required concentration and attentiveness to detail and regular distractions and interruptions.
- **Working Environment**: Much of the time is spent sitting in a comfortable position with frequent opportunities to move about. The office is located in a comfortable indoor area and options for hybrid work are available for this position. The work is varied and assignments may change frequently. Work will involve regular interaction with RIA team members and external partners and collaborators. There are deadline pressures, while at the same time there is a demand for thoroughness and accuracy. Occasional travel is required.

Vaccination Statement

All researchers, employees and students of the RIA who will work with long-term care homes, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement

The RIA is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, 2SLGBTQI+ people, persons with disabilities and people from other equity-deserving groups.

The RIA is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

Funding Statement

Please note that all positions at the RIA and the continuation of these positions are conditional upon funding.

How to Apply

RIA invites applications (cover letter and resume) to be submitted by email to applications@the-ria.ca. Please include the job title in the subject line of the email.