



Title: Manager, Knowledge Translation

Reports to: Associate Executive Director, Communications & Strategic Priorities

Salary range: \$73,600 - \$92,000 plus benefits (see below)

Deadline: Apply with CV and cover letter by July 31, 2026 to hr@cps.ca

SCOPE OF WORK

The Knowledge Translation Manager leads the development, implementation, and evaluation of KT and health communications initiatives that help the CPS improve the health and well-being of children and youth. Working with clinicians, members, and partners, the KT Manager translates evidence into practical, accessible resources that support high-quality paediatric care, inform health policy, and improve health outcomes for children, youth, and families.

RESPONSIBILITIES

Knowledge translation and implementation

- Monitor emerging CPS guidance to identify opportunities for effective dissemination and implementation.
- Develop, implement, and evaluate KT strategies that promote awareness, understanding, and uptake of recommendations among target audiences.
- Identify and oversee the development of supporting KT products, including algorithms, checklists, infographics, summaries, blog posts, and other implementation tools.
- Collaborate with subject-matter experts, volunteers, and colleagues to develop, review, and disseminate KT resources.
- Consult with CPS members and other stakeholders to identify knowledge needs, barriers to implementation, and preferred formats.
- Evaluate the reach, use, and impact of KT initiatives using appropriate qualitative and quantitative measures.
- Coordinate cross-departmental planning and facilitate collaboration among project teams.

Health communications and projects

- Identify and advance opportunities for integrated knowledge translation on priority child and youth health issues.
- Identify project funding opportunities, prepare grant proposals, develop budgets, and create project workplans.
- Lead the planning, implementation, and evaluation of health communications projects from concept through completion.
- Conduct environmental scans, gap analyses, and needs assessments to inform planning.
- Determine appropriate KT approaches and communication formats for diverse audiences.
- Draft, edit, and coordinate review of project content, incorporating feedback from subject-matter experts and other stakeholders.
- Manage relationships with external contractors, including writers, editors, designers, translators, and evaluators.
- Develop and monitor project budgets and timelines.

Content development and quality assurance

- Oversee the development of evidence-informed KT products, including briefs, summaries, presentations, digital resources, and other educational materials.
- Ensure all content is accurate, accessible, culturally informed, inclusive, and aligned with CPS priorities and organizational standards.
- Promote the use of plain language and accessibility best practices across all KT products.

Leadership and organizational contribution

- Provide guidance and mentorship to staff on KT principles, evidence-informed communications, and best practices.
- Contribute to organizational planning, reporting, and knowledge sharing.
- Supervise staff, students, consultants, or contractors as required.

KEY COMPETENCIES

- Strategic and critical thinking
- Project management
- Creativity and initiative
- Problem-solving abilities
- Leadership and mentoring
- Sound judgment
- Adaptability
- Interpersonal and relationship-building skills

EDUCATION AND EXPERIENCE

- Graduate degree in public health, health sciences, social sciences, health policy, communications, education, or a related discipline.
- Minimum of five years' experience in knowledge translation/mobilization, health communications, or a related field.
- Experience translating complex scientific or clinical evidence into accessible, actionable resources for diverse audiences.
- Strong understanding of health systems, implementation science, health equity, and evidence-informed decision-making.
- Excellent writing, editing, and presentation skills.
- Project management experience: planning, budgeting, implementation, and evaluation.
- Experience working with clinicians, researchers, policymakers, ideally in the non-profit, voluntary, or health sector.
- Supervisory experience.

Compensation

- 3 weeks' vacation
- Paid time off during December holiday office closure
- Defined benefit pension plan
- Comprehensive health benefits
- 37.5-hour work week; option for hybrid (max 2 days/week remote) after probation