

Project Leader
Canadian Virtual Health Library / Bibliothèque virtuelle canadienne de la santé

The Canadian Virtual Health Library / Bibliothèque virtuelle canadienne de la santé (CVHL / BVCS), an initiative of the Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC), seeks a dynamic, highly motivated visionary with strong leadership, communication, planning and facilitation skills to engage stakeholders and lead network formation.

The work will be organized in three streams:

- Stream 1: Stakeholder engagement, business planning and network formation
- Stream 2: Information technology strategy (web portal design)
- Stream 3: Content development (health information resources) strategy

The Project Leader will be responsible for managing the work in Stream 1 and for overseeing, coordinating and integrating the work of the other two streams. He/she will undertake to engage stakeholders; obtain funding commitments to bring the CVHS/BVCS to self-sufficiency in three years; complete the detailed planning and implementation to establish the legal entity to operate the CVHL/BVCS; and develop a 3-5 year business plan. The salary of this position is supported by grant funding. The CVHL/BVCS will be based at NRC-CISTI in Ottawa.

The Association has:

- Completed the Environmental Scan and Readiness Assessment for a CVHL/BVCS:
<http://chla-absc.ca/nnlh/cvhl/docs.htm>
- Conducted extensive stakeholder consultations
- Facilitated the pan-Canadian Cochrane Library trial as proof of concept for the CVHL/BVCS:
<http://chla-absc.ca/nnlh/cochraneFAQ.htm>

A detailed job description is attached.

For more information please contact CVHL/BVCS Task Force co-Chairs, Patrick Ellis and Jessie McGowan at: info@chla-absc.ca.

Please see also: <http://www.cihr-irsc.gc.ca/e/40995.html>

Interested parties please email resumes to: info@chla-absc.ca

Deadline for submissions: March 1, 2010

Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC)

National Network of Libraries for Health (NNLH) - Canadian Virtual Health Library (CVHL)

POSITION DESCRIPTION

Position Title: Project Leader, Canadian Virtual Health Library (CVHL)

Context:

The Canadian Health Libraries Association/Association des bibliothèques de la santé du Canada (CHLA/ABSC) seeks a dynamic, highly motivated visionary with strong leadership, communication, planning and facilitation skills to engage stakeholders and lead the Canadian Virtual Health Library (CVHL) network formation.

The proposed CVHL is a national network of health libraries collaborating to deliver services to health professionals¹ and to realize efficiencies through resource sharing. The CVHL creates value and contributes to improved health care and health promotion by making readily accessible, high quality health information and evidence universally available to Canadian health care practitioners and health professionals for decision-making, policy and program development, research, continuous learning and professional development. The CVHL contributes to the effective and efficient operation of Canada's health care system by ensuring equitable access to health information and by optimizing the use of resources through coordination of existing services across the country.

The CVHL will operate a virtual network, an inter-organizational collaboration of existing health libraries, information and knowledge networks, non-profit organizations, and professional associations across Canada. The plan proposes a phased approach, starting with a group of partners and gradually adding members and expanding services in response to demand from clients and as revenue permits. The program will initially be funded by a mix of public and private sector resources, with a goal of self-sustainability in three years, and be administered by a coordinating office.

¹ The target client groups for CVHL services are physicians, nurses, pharmacists, allied health professionals and health administrators, program planners, public health researchers and community health workers.

Organizational Structure:

The line reporting for this position will be to a CVHL Advisory Board comprised of executive level representatives from organizations that have provided Project Managers or that have a significant sponsorship interest.

The work in Phase 1 will be organized in three streams of activity as follows:

- Stream 1: Stakeholder engagement, business planning and network formation
- Stream 2: Information technology strategy (web portal design)
- Stream 3: Content development (health information resources) strategy

The work in each stream will proceed in parallel, and later integrated to produce the final set of implementation plans. The work will be carried out by three teams comprised of both contracted and stakeholder resources. Each team will have its own project plan and project manager. Coordination between the three streams will be managed by the project leader.

Major Responsibilities:

The Project Leader will be responsible for managing the work in Stream 1 and for overseeing, coordinating and integrating the work of the other two streams. He/she will undertake to engage stakeholders and obtain commitment; complete the detailed planning work required to establish the legal entity to operate the CVHL; and develop a 3-5 year business plan.

Key Activities:

Initiate and manage the project:

- Responsible for the Project Charter, Project Plan, WBS and schedule
- Identify and recruit/contract Project Managers for Streams 2 and 3
- Identify team members
- Identify CVHL Advisory Board members

Develop a governance model

- Research Models
- Develop roles, responsibilities, and authority of the Board
- Identify and define committees and sub-committees
- Define roles, responsibilities, and authority of committees and sub-committees

Refine and update the stakeholder engagement and communication strategy (ECS) that includes:

- A plan to identify key partners and stakeholders
- Value propositions that will attract commitment of the various stakeholder groups
- Two phases of stakeholder consultations with the first taking the form of visits, presentations and workshops to obtain requirements for, and consensus on CVHL vision, scope, governance, participation, operating principles and policy, funding model and formulae, operating principles, etc. The second consultation will focus on business planning and

obtaining commitments with the key deliverable for this phase will be the letters of intent or MOUs that will enable formation of the CVHL enterprise.

Define business requirements and develop business model:

- Develop fund raising research plan
- Define funding strategy
- Define funding model
- Define organisation model details (roles & responsibilities, position descriptions, qualifications, etc.)
- Identify facilities requirements and options

Strategy integration

- Integrate deliverables from streams one (business), two (technology) and three (content)

Develop business strategy:

- Develop 3-5 year business plan (budget, facilities, integrate technology and content strategies, etc.)
- Develop implementation and launch plans
- Obtain stakeholder commitment

Develop an evaluation strategy:

- Develop a strategy for evaluating CVHL outcomes, effectiveness and value for money, and formal plans to involve clients and up-to-date beneficiary/user consultations

Deliverables:

- Project plan and schedule
- Governance model
- Stakeholder Engagement and Communications Strategy (ECS)
- Letters of intent/MOUs
- Funding model
- Organization model and recruiting plan
- Facilities plan
- Business strategy
- Business plan
- Implementation plan
- Launch plan
- Evaluation strategy

STATEMENT OF QUALIFICATIONS

Screening Criteria:

Education:

Master's degree in library science, management, public administration, or an equivalent combination of experience and education.

Experience:

The incumbent in this position will have visibly demonstrated strong leadership, project management, planning, communication, and facilitation skills to in order to engage stakeholders and lead the Canadian Virtual Health Library (CVHL) network formation.

Language Requirements:

Fluency in French and English preferred

Assessment Criteria:

Knowledge:

- Extensive knowledge of project management strategies, principles and practices
- Knowledge of the Canadian health care and public health systems
- Knowledge of information needs of Canadian health professionals
- Knowledge and understanding of NNLH's mission and strategic objectives
- Broad knowledge of negotiation and licensing strategies, principles and practices
- Broad knowledge of the services and technologies involved in the acquisition and delivery of electronic information
- Broad knowledge of the services and technologies involved in the aggregation, integration and display of medical research, evidence-based medicine, and electronic health information
- Broad knowledge of the issues and trends related to copyright management
- Broad knowledge of issues and trends in scholarly communication and libraries

Abilities:

- Ability to facilitate the formation of a multi-agency network organization
- Evidence of developing and maintaining critical business relationships with stakeholders
- Demonstrated ability to manage large and complex projects
- Ability to develop marketing strategies to health professionals
- Demonstrated negotiations skills
- Evidence of expertise in financial management
- Excellent interpersonal and communication skills

Personal Suitability:

- Demonstrated leadership qualities
- High degree of personal and intellectual flexibility
- The incumbent will be required to travel.