

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (MEDICAL OFFICE OF HEALTH – LOCATION – ROBERT THOMSON BUILDING)

MEDICAL OFFICER OF HEALTH

OVERVIEW

Reporting to the Board of Health provides strategic leadership to a specialized workforce engaged in the analysis of services and recommendation of improved methods, systems or techniques to support the delivery and integrity of services to the Corporation and the public.

Leads the Associate Medical Officers of Health, Directors (Healthy Environment, Healthy Families Communicable Diseases, Epidemiology, Wellness & Communicable Diseases), management and frontline staff at the City of Hamilton's Public Health Services Unit. Programs and services include environmental health protection, promotion of healthy lifestyles, family and child health programs and services, protection from communicable diseases, healthy sexuality programs and health status planning and evaluation.

Protects the health interests of the public and ensures compliance to the Health Protection and Promotion Act. Monitors the health status of the City and establishes appropriate measurable goals and objectives which reflect the specific needs of the community.

Ensures Public Health can anticipate and respond to public health issues and demands in both the long-term and short-term. Selects the services and programs to be delivered to the public and allocates appropriate resources to those programs.

Identifies and initiates means of delivering new services or of changing existing services to increase intended impact and/or reduce costs. Partners with other organizations in delivering services to the public.

Ensures communication/promotional campaigns and programs from various divisions with the City of Hamilton Public Health Services Unit are integrated, provide consistent and compatible messages and optimize overall impact for constituents.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost effective manner. Instills a customer service focus in the division.

Evaluates and reports on the division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, team advocacy, staff delegation, empowerment and staff development, and are results orientated.

Possesses a high level of personal integrity and are an excellent communicator.

Participates in Public Health Services emergency preparedness planning, development and training. Respond to all municipal and public health emergencies as requested.

RESPONSIBILITIES

You will assume lead accountability and carry out the legal responsibilities of the office as defined in Provincial Statute and Municipal By-Laws in accordance with established policies and meet the growing needs of the residents and businesses of the new City of Hamilton.

The Medical Officer of Health is accountable to the Board of Health for ensuring that Public Health Health Services are provided in accordance with city and provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED)

Reports to the Board of Health on public health matters and to the City Manager on administrative matters. Works in close partnership with the Board of Health to collaborate and coordinate Public Health's activities in an effective and efficient manner.

Provides leadership to management and staff within the Public Health Services Unit by chairing the Public Health Management Team meetings, attending Department Management team meetings and coordinating their activities in the operation of Public Health's business.

Establishes a culture and values that reflects and is compatible with Corporate culture and values and is sensitive to the specific needs within Public Health. Handles crisis situations escalated from reporting staff. Provides strategic direction to direct reports.

Integrates the operations and builds teamwork between the various Public Health Divisions. Establishes the organizational structure within Public Health and leads continuous business process improvement initiatives. Makes staffing decisions for immediate reports and approves staffing decisions made by direct reports. Conducts performance appraisals for the Associate Medical Officers of Health and the Directors of the Public Health Divisions.

Monitors the operations within Public Health to ensure service quality, cost effective delivery of services, and legislative compliance. Oversees the development of Health Status Reports, and other research activities conducted by Public Health. Authorizes the Health Status Report and Council reports. Provides medical consultation and advice to staff within the department. Monitors the progress of major initiatives and promotional programs.

Leads the development of strategic directions (Service Strategy Business Plan) for public health.

Integrates, consolidates and approves the plans of the various divisions. Assesses and manages the risks associated with strategic and operational plans and ensures contingency plans are in place. Ensures policy recommendations meet the specific needs and protects the interest of the public, are compatible with corporate culture and values, and comply with legislative requirements and organizational objectives.

Reviews Health Status Report, epidemiological/biostatistical studies, and other research/trends in public health to identify issues facing the region.

Acts as main spokesperson on public health issues and represents the Department in a credible manner. Presents policy and strategic recommendations to Council/Board of Health. Represents the position of the Region on Health issues to the public and media. Responds to key stakeholders within government, other municipal jurisdictions and the community on these issues and major decisions.

Reviews and provides input into staff reports and proposals in response to Board of Health requests, emerging legislative and regulatory requirements, and innovations in the field. Leads presentation of recommendations to Council/Board of Health, the media and other stakeholders.

Provides consultation & advice and acts as a professional resource to City Council/Board of Health on health issues.

Represents the City with external bodies, such as the Local Health Integration Networks and hospitals in promoting health, health planning or monitoring and reporting health issues within the region.

Responds to health emergencies, crisis situations, and key issues of concern. Identifies appropriate actions to take and oversees its implementation to ensure situations are handled appropriately. Issues public notices, press releases and warnings and deals with public and media on situations and the Region's response on public health issues. Reports to City Council and other appropriate authorities on crisis/emergencies or situations of concern.

Provides direction and approval, when appropriate, to facilitate positive labour relations discussions and contract negotiations.

Develops annual public health budget and allocates Council approved resources across Divisions. Identifies opportunities for outside funding from external agencies and government bodies.

Participates as a member of the Senior Management Team.

Responsible for ensuring internal controls in the form of policies, procedures and practices are developed and implemented in relation to the general and specific risks of the area and to achieve the objectives of safeguarding City assets; reliability of management and financial information; compliance with laws and regulations; efficiency and effectiveness of operations; and ensures that the internal controls operate effectively and continuously.

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Acts as Deputy City Manager on a rotating basis with other members of the Senior Management Team.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Fellowship in community medicine from The Royal College of Physicians and Surgeons of Canada with a licence to practice in Ontario.
2. Certificate, Diploma or Degree from a University in Canada that is granted after not less than one academic year of full time post graduate studies or its equivalent in public health comprising epidemiology, quantitative methods, management and administration and disease prevention and health promotion OR a qualification from a University outside of Canada that is considered by the Minister to be equivalent qualifications.
3. Knowledge of public health practices, theories, legislation and trends. An understanding of epidemiology and biostatistics, health promotion theory and practice, program planning and evaluation, public health research, quantitative and qualitative, communicable disease control and prevention, environmental and occupational health, health policy analysis and an understanding of the Health Protection and Promotion Act and related guidelines.
4. Knowledge of government processes and accountabilities sufficient to understand relationships between jurisdictions, to understand the processes of government, and to work effectively with public officials.

5. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking.
6. Highly developed ability to articulate a vision, to lead and inspire others.
7. Highly effective leadership, facilitation, communication, interpersonal and organizational skills in a predominately unionized environment.
8. Demonstrated ability to effectively manage unionized staff in a results oriented environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough working knowledge and understanding of statutes, regulations and by-laws affecting the Department.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Computer literacy in electronic mail, Internet, word processing and spreadsheet applications.
14. Demonstrated facilitation skills in order to build consensus.
15. Must possess strong interpersonal skills with demonstrated ability to deal effectively with staff, management, elected officials and the public.
16. Must be a strong communicator, both verbally and in writing.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
