

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES - HEALTHY FAMILIES DIVISION – HEALTH EQUITY - LOCATION – 100 MAIN ST. W.)

MANAGER, HEALTH EQUITY

The Healthy & Safe Communities Department (HSCD) is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable and fulfilling career. The successful candidate will demonstrate an ability to provide excellent public service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal and professional goals and contribute to the goals of the organization will result in high job satisfaction.

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

SUMMARY OF DUTIES

Reports to the Director, Healthy Families Division, providing leadership and direction to a multidisciplinary team of professional service providers. The Manager, Health Equity provides strategic leadership and assumes overall responsibility and accountability for the management of the Health Equity portfolio to advance PHS work on improving health equity and health outcomes. Provides strategic leadership to enhance capacity to apply anti-racist, anti-oppressive and culturally sensitive approaches to public health practice and to address population diversity when planning, implementing, adapting and evaluating public health programs and policies. The Manager ensures PHS compliance with Ontario access and privacy laws.

Uses organizational knowledge and vision to provide leadership and direction to all staff within the portfolio, ensuring alignment of the Program with the City, Healthy and Safe Communities Department (HSCD), Public Health Services (PHS) and Board of Health/Council mission, vision, values and objectives. Ensures provision of services within the framework of the relevant provincial guidelines, legislation and policies and procedures of the Board of Health. Provides leadership in assigned area under the IMS model and coordinates with other City, community and provincial responders, agencies and the public during emergencies

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

GENERAL DUTIES

Participate as an innovative and motivated member of the Healthy Families Division Management Team, contributing to overall planning, coordination, policy development, decision-making and responsible administration of human, financial and material resources.

Participate in development of Healthy Families divisional operational plan as required, incorporate objectives into annual Program plans, working collaboratively across programs, divisions and departments as required. Also contribute to development of PHS Strategic Business Plan and PHS Priority Plan as required.

Develop and execute action plans to accomplish objectives. Present Program Operational Plan to Director. Review and comment on other Program's operational plans. Monitor implementation of Program Operational Plan regularly and inform Director of progress.

Develop annual budget for the Program according to Council budget guidelines and direction from City Manager, MOH, Director and provincial agencies overseeing the Division's Programs. Submit budgets to Director as coordinated by the PHS Manager of Finance and Administration, and subsequent submission to Council and funders.

Participate in development and review of divisional and corporate policies and procedures. Develop Program policies and procedures. Ensure compliance with all corporate, departmental, divisional and program administrative and operational policies within the Program.

Evaluate Programs regularly to ensure implementation in accordance with identified Program plans, objectives, and outcomes. Prioritize Program review needs for the Program with the Director.

Identifying the use of relevant performance management and quality improvement principles to continuously improve policies, processes, programs and service to advance health equity.

Engage in multi-sectoral collaboration with government, community partners and others, to provide evidence and needs assessment for Program development and evaluation in decreasing health inequities in accordance with relevant mandates and guidance.

Promote the use of health equity tools for assessment, audit, program planning and evaluation.

Develop and implement records information management system to ensure PHS is compliant for responsible creation and maintenance of a system to deal with PHS records.

Develop, with Director, evaluation process/plan and minor changes to Programs based on results of the evaluation.

Direct, recruit, train, motivate and evaluate a team of trained professionals to accomplish Program responsibilities. Identify and manage human resource requirements necessary to plan, implement and monitor the services of the Program. Measure staff performance determine staff strengths and needs and identify goals to achieve and maintain optimal performance.

Make recommendations to the Director on number and nature of positions necessary to plan, implement and monitor the services of the Program. Recruit high performing individuals to fill the approved number and type of positions.

Assign work to direct reports. Approve report's workplans and adjust reports' workplans as necessary during the year in keeping with emerging issues.

Work with direct reports to acquire the core competencies of public health and the specific competencies relevant to the work of the Program. Provide coaching and mentorship to direct reports and staff in the Program. Identify staff strengths and training/development needs and support development activities to achieve and maintain optimal performance. Recommend learning plan for direct reports as part of annual PAD process. Submit learning plans for direct reports to Director.

Proactively manage change within the Program, using evidence-based practices, to optimize implementation of changes at the Program, Division, Department or City levels.

Work in accordance with the provisions of applicable Health and Safety Legislation and all 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 and procedures.

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

QUALIFICATIONS

1. Degree in health or social sciences from a recognized university. Masters degree is an asset.
2. Extensive knowledge and experience in all or the majority of areas of organizational and staff development, planning, functioning as a member of an effective leadership team, continuous improvement, marketing, communications, policy analysis, information management, change management, safety and wellness programs, preferably in a public health setting, normally acquired through a combination of degree-certified health professional training and a graduate degree from a recognized university.
3. Experience with one or more areas of public health or health care, preferably in a municipal or public health environment.
4. Management experience preferred, with progressive responsibility, preferably in a municipal or public health environment, including strategic and program planning, policy development, and evaluation.
5. Proven ability to foster staff, work teams and organizational development towards excellence in service delivery. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development and results orientation.
6. Knowledge of public health sciences and evidence informed decision making, health equity.
7. Eligibility for an academic appointment with the Faculty of Health Sciences, McMaster University or other academic partner relevant to the work of Public Health Services is an asset.
8. Ability to provide leadership to a multidisciplinary staff, including in a unionized environment, utilizing proactive management skills.
9. Skills in financial management and policies, including analytical, problem-solving and business planning skills. Skills in developing, implementing and monitoring division budgets.
10. Excellent interpersonal and facilitation skills and ability to build relationships with elected officials, government departments, management, front-line staff, community agencies and the general public. Excellent verbal, written communication skills and ability to present ideas to governing bodies, public gatherings and through the media.
11. Thorough knowledge and ability to apply the Health Protection and Promotion Act, MFIPPA, PHIPA and all other statues, regulations and by-laws affecting the Programs services.

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