

CITY OF HAMILTON

PUBLIC HEALTH SERVICES (LOCATION-35 KING STREET)

DIRECTOR, HEALTH PROTECTION BRANCH

SUMMARY OF DUTIES

Reporting through the Medical Officer of Health provide leadership and direction to a multi-disciplinary team of professional services providers. Assume overall responsibility for the planning, development and evaluation of public health programs such as food safety, safe water, infection control, rabies, tuberculosis, STD/HIV, control of infectious diseases and vaccine preventable programs.

GENERAL DUTIES

Plan, organize and direct the Environmental Health & Infectious Diseases Branch by providing strategic leadership in keeping with public health mandates, legislative requirements, identified community needs and the Department's and Corporation's strategic plans.

Identify and manage human resource requirements necessary to plan and implement the programs and services within the Environmental Health & Infectious Diseases Branch.

Participate in the overall planning, co-ordination, policy development, decision making and budget preparation of the Department. Help prepare a Departmental Strategic Plan.

Provide fiscal management and control through responsible administration of budget allocations. Consolidate, interpret and submit the annual operating budget for the Environmental Health & Infectious Diseases Branch.

Collaborate with administration and faculty at the University of Guelph and McMaster University in the planning, co-ordination and implementation of public health research and education programs to facilitate the goals of the Department as a Public Health, Research and Education Development Unit (PHRED).

Contribute to the advancement of public health and social well-being by initiating, facilitating and participating in education and research activities, serving on provincial committees and planning bodies, advising government officials and participating in relevant activities of professional and public health and social services associations.

Provide professional consultation, including reports to Advisory Committees and Committees of Council.

Measure staff performance, determine staff strengths and needs, and identify goals to achieve and maintain optimal performance.

Provide program development and evaluation by identifying program objectives, activities, outcomes and indicators of each program.

Liaise and consult with government offices, community agencies and associations to develop services based on identified needs and support health promotion and social well being.

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

QUALIFICATIONS

1. Proven knowledge of management principles, practices and theories in the direct delivery of public health environmental and communicable disease control management, with emphasis on program planning, development and evaluation normally acquired by obtaining a Degree in Health or Social Sciences from a

recognized university or through a combination of education and related work experience. Masters degree an asset.

2. Eligibility for an academic appointment with the Faculty of Health Sciences, McMaster University or College of Social and Applied Sciences, University of Guelph an asset.
3. Progressively responsible experience in the public health and/or social services management, including program planning and health promotion.
4. Extensive senior management experience, preferably in a municipal public health environment.
5. Demonstrated competency to manage a large multi-disciplinary staff, preferable in a unionized environment, utilizing pro-active management skills.
6. Demonstrated financial management skills in developing, implementing and monitoring division budgets.
7. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
8. Excellent inter-personal skills and ability to deal with elected officials, government departments, all levels of management, staff and the general public.
9. Excellent communication skills, both verbal and written.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
11. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development, and results orientation.
13. Possess a high level of personal integrity and sound judgement.
14. Thorough proven knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
15. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
16. Demonstrated knowledge of collective bargaining process.
17. Working knowledge of computer software applications.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure