

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES - HEALTHY ENVIRONMENTS DIVISION - TOBACCO CONTROL PROGRAM - LOCATION – 110 KING ST. W.)

MANAGER, TOBACCO CONTROL

SUMMARY OF DUTIES

Reporting to the Director, Healthy Environments, provides leadership to a multi-disciplinary workforce engaged in the administration, planning, implementation and evaluation of Tobacco Control Programs including recruitment and supervision of staff. Leads a team of staff who execute a variety of projects in support of Public Health Services' mission, values, strategic goals and mandated services.

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

GENERAL DUTIES

Administer, plan, implement and evaluate Tobacco Control Programs.

Develop and maintain business plans to provide strategic and tactical direction for program delivery.

Identify the information requirements to monitor program indicators and collaborate in the development and maintenance of management information systems.

Develop and maintain quality assurance standards and policies and procedures for the effective delivery of programs in conjunction with other Division/Program managers.

Serve on and liaise with other community agency and inter-agency committees in order to co-ordinate planning efforts to meet the needs of the community. Provide leadership in the development of new and evolving services.

Serve on and liaise with the Ministry of Health's Smoke-Free Ontario Strategy leadership in order to co-ordinate planning efforts to meet the needs of the communities of Central West Ontario. Provide leadership in the development of new and evolving services.

Monitor and interpret local data relevant to program responsibilities to assist with priority setting, program implementation and evaluation.

Develop, monitor and implement an annual operational plan and prepare reports as required.

Participate in annual budgetary processes by projecting and maintaining costs associated within program responsibility.

Responsible for the hiring, orientation and supervision of staff, and ensure that all staff activities are carried out in accordance with legislation and City/Division/Program policies.

Plan and manage program resource requirements to ensure adequate availability of trained staff, appropriate equipment and necessary materials to support program delivery goals and objectives.

Promote teamwork and workforce integration within the corporation/department/divisions and externally through cooperative program planning, delegation of responsibilities and accountabilities, regular monitoring and feedback.

Conduct regular staff meetings to ensure effective and efficient program operations and ongoing dialogue about Corporate/Departmental/Divisional issues.

Participate as member of the Division Management Team to facilitate co-ordination of inter-divisional programs and provide backup as required to other Division management.

Participate in research and promote the utilization of appropriate research.

Demonstrate interest in ongoing professional growth and education and carry out self-evaluation of performance on an ongoing basis.

Facilitate and contribute to the education of students.

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 the position.

QUALIFICATIONS

1. Baccalaureate degree in Health Sciences or Social Sciences from a recognized university with an emphasis on public health, health promotion or a related discipline.
2. Master's Degree in public health, health promotion, epidemiology, health services, behavioural sciences or a related field preferred.
3. Registered/certified with the appropriate professional college.
4. Demonstrated knowledge and skills in public health with several years of progressive experience, including program planning, implementation and evaluation, health promotion strategies and theoretical models.
5. Demonstrated ability to provide effective leadership to a multi-disciplinary workforce supported by a thorough understanding of best management practices and issues affecting staff in program delivery.
6. Excellent written and verbal communication skills, facilitation skills, and presentation skills. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.
7. Computer proficiency in Word, Excel, Internet, and database applications.
8. Demonstrated leadership, decision making and organizational skills.
9. Demonstrated supervisory and administrative skills.
10. Sound knowledge of Public Health Services' programs and services, relevant legislation, contractual obligations and applicable policies and procedures.

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