

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(PUBLIC HEALTH SERVICES – EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASES – LOCATION – 100 MAIN ST. W.)

DIRECTOR, EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASES

The Healthy & Safe Communities Department is committed to its people and is dedicated to building strong and healthy communities. We embrace the social determinants of health as underpinnings to ensuring excellence in service delivery goes beyond a singular focus to understand the citizen within the community as a whole person whose needs are multi-faceted and may require services beyond a particular division and/or department. We are passionate about making a difference within our communities through teamwork, not only across the divisions but other departments across the corporation, focusing on high impact that is monitored and measured to enable us to understand how we can continuously improve to ensure that we are recognized for our excellence in service delivery. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

SUMMARY OF DUTIES

Reports to the General Manager of Healthy & Safe Communities, with the overall responsibility for leading the transformational change in (i) population health assessment and surveillance through data sharing and utilization of widely accepted community health profiles for integrated service planning at the community, regional and municipal levels as appropriate; (ii) the reduction of morbidity and mortality due to drug use through key strategies focused on integrated service delivery across the mental health continuum (harm reduction to prevention) .and an integrated approach to addictions and mental health; and (iii) the reduction of morbidity and mortality through the transmission of communicable diseases. by ensuring compliance across the corporation, key community partners and service providers. The incumbent ensures that the municipality meets its legislated obligations as set out in the statutes, regulations and by-laws appropriate to the division.

Provides leadership and direction to a multi-disciplinary team of professionals.

Works collaboratively with related divisions, other corporate departments and community partners to anticipate and respond to community needs with the goal of providing exceptional service. Sets objectives and establishes a business plan that focuses on achieving administrative excellence, effective financial stewardship and to support an empowered and engaged work force.

The core functions of the role includes:

Leadership - creates a high performance divisional culture that aligns with the corporate values by prioritizing people and performance; continuous improvement to achieve service excellence through effective employee engagement, collaboration and teamwork; and supporting and championing the corporation's Cultural Pillars. Leads by example to create an environment where employees feel safe, appreciated and respected.

Planning - leads the development of community profiles to promote integrated service delivery planning across the corporation and community partners and encourages greater data sharing and evidence of improvement in outcomes through better coordinated service delivery across providers. Translates the achievement of strategic priorities by aligning multi-year budgets and business plans with performance outcomes and effective monitoring and feedback. Provides leadership and coordination to project planning across divisions leading the incorporation of evidence informed planning throughout public health service planning.

People & Performance Management - ensures that all staff are fully job competent, qualified and motivated to achieve excellence through one's position and personal accountability; creating a customer service focus amongst staff; encouraging innovation and creativity, sharing and collaboration; supporting continuous learning and leading a high functioning results-driven divisional management team. Proactively supports the identification of emerging leaders and provides on the job mentoring to transfer tacit knowledge to enable effective succession planning. Provides leadership and coordination to competency development and competency maintenance specific to public health competency within Public Health.

Evaluation & Program Performance Management - ensures that all activities are performed in compliance with applicable policies, regulations, plans, protocols, quality standards and budgets; and implements, facilitates and supports continuous improvement initiatives as a core function. Demonstrates program effectiveness and the achievement of targets and goals through ongoing monitoring, effective evaluation and reporting.

Relationship Management - creates strong partnerships and working relationships with numerous partners, both internal, corporate and community partners of varying sizes and sophistication, through exemplary influence given the role has minimal direct authority.

GENERAL DUTIES

Contributes, as a member of the Departmental Management Team, to the overall strategic leadership, planning, co-ordination, policy development decision making and budget preparation for the Department including the Departmental Strategic Plan.

Provides strategic leadership and direction to all staff within the Division by ensuring alignment of the Division with Departmental goals and targets and the Corporate mission, vision, values and strategic plan.

Maintains accountability for establishing and achieving divisional goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practice" approach in developing and delivering quality services in a timely and cost effective manner.

Provides fiscal management and control through responsible administration of budget allocations and by consolidating, interpreting and submitting the annual operating budget for the division.

Leads an effective divisional management team, by providing coaching, mentoring and advice to managers and supervisors to optimize performance. Provides solution oriented / strategic consultation regarding areas of managerial experience.

Identifies and manages human resource requirements necessary to plan and implement the programs and services within the division. Measures staff performance and establishes monitoring and reviewing devices to determine strengths and needs of staff and identifies goal setting measures to maintain optimal performance levels.

Facilitates policy and program development decisions in keeping with public health and social services mandates, legislative requirements, identified community needs and the Department's and Corporation's Strategic Plans.

Identifies requirements necessary to plan and implement mandated programs and services, including policy interpretation and analysis, research, program and policy development and pilot projects as deemed appropriate.

Liaises and consults with other Corporate and Department units, government, community agencies and associations to develop programs and services based on identified and/or anticipated needs of the community.

Provides consultation in program development and evaluation by identifying program objectives, activities, outcomes and indicators of each program, including accessibility.

Pursues and develops partnerships with community partners and other corporate departments to ensure that needs and issues of the City of Hamilton are considered in policy and program planning development and integrated service delivery.

Ensures compliance with Provincial and Federal legislation, statutes and regulations and Municipal by-laws, directives and policies, and applicable program and professional standards.

Evaluates and reports on the division's services, 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.

Develops and implements continuous improvement initiatives, including a plan for maintenance of a high standard under the accreditation program for public health.

Leads the development and implementation of information technology strategies for the Division, in order to maximize the effectiveness and efficiency of program delivery.

Effectively monitors and evaluates worksite health, safety and wellness management programs and introduces health promotion products and services such as workshops, professional educational events and policy guidelines consistent with Corporate direction and best practices.

Provides issues and project management for the Division in such areas as operational policy and procedures manual, new initiatives such as iPHIS and PHIPA implementation, and responses to corporate, Council and Provincial initiatives or inquires.

Undertakes policy analysis and develops policy options relevant to the work of the Division and/or Department for consideration by the Management Team.

Contributes to the advancement of public health practice by initiating, facilitating and participating in research activities relevant to the work of the Division in collaboration with the Public Health, Research and Education Development program (PHRED) and other partner agencies.

Contributes to the education of students by facilitating educational opportunities between the Division and academic partners through the PHRED program and other partners.

Participates in City and Public Health emergency preparedness planning, development and training. Responds to all municipal and Public Health emergencies as requested.

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

PORTFOLIO SPECIFIC DUTIES

Epidemiology

Provides leadership, management and inspiration for the Planning function, including:

- Development of community health profiles that are acceptable to all providers and have partners use the data in their planning that supports the movement to integrated planning
- Leads data sharing across partners ensuring an understanding of how to share, what to share and overcoming privacy challenges
- Provides leadership to the planning and delivery of the Population Health Strategy
- Provides information on the health of the population compared to other municipalities and community to community comparisons to understand gaps and inequities
- Shares knowledge and information internally across the corporation and with external partners

Provides leadership, management and inspiration for the Business Improvement function including:

- Oversees effective program evaluation and CQI for the 3 public health divisions
- Commits to demonstrating that integrated planning achieves the intended outcomes
- Ensures continuous improvement across divisions
- Ensures implementation and delivery of a performance measurement program across the 3 public health divisions based on Results Based Accountability.

Wellness

- Develops and oversees the Drug Strategy and Mental Health Strategy, including Social justice (legal), Treatment, Harm reduction and Prevention
- Leads the reduction in the use of drugs and related morbidity and mortality
- Leads the development of a long term focus on prevention
- Provides leadership to the integration of service delivery for addictions and mental health across the corporation

Communicable Diseases

- Leads the achievement of Ministry guidelines and expectations by following legislation, regulation and mandates including the Health Protection and Promotion Act and the Ontarian Public Health Standards and protocols.
- Leads the prevention and reduction of morbidity and mortality through the spread of communicable disease
- Ensures the effective service delivery of vaccines in schools and provides leadership in overseeing the management of the public vaccine inventory and supply for the municipality
- Oversees service provider compliance in the management and safe storage of vaccines across the municipality

QUALIFICATIONS

1. Extensive knowledge of management principles, practices and theories in the planning, management and direct delivery of public health, environmental and communicable disease control management with an emphasis on program planning, development and evaluation normally acquired by obtaining a Master's degree in Health or Social Sciences from a recognized university or through an equivalent combination of education and progressively responsible work experience.
2. Extensive senior management experience, in public health and/or social services management including population health assessment and surveillance, public health program planning, strong focus on wellness and prevention, evaluation, policy development, and multi-stakeholder experience within a municipal environment.
3. Proven ability to function as a member of a leadership team.
4. Eligibility for an academic appointment with the Faculty of Health Sciences, McMaster University or College of Social and Applied Sciences, University of Guelph would be an asset.
5. Highly developed ability to foster staff and organizational development towards excellence in the delivery of programs. Demonstrated ability to find for creative solutions based on best practice.
6. Demonstrated ability to analyze, create, implement and evaluate social policies and programs.
7. Demonstrated experience to effectively manage a large multi-disciplinary team of professional staff, in a unionized environment, utilizing pro-active management skills.
8. Demonstrated financial management skills in developing, implementing and monitoring operational and capital budgets both internal to the division and with third party agencies.
9. Highly developed analytical, problem solving and business planning skills with a proven track record for long-term visioning, strategic planning and big-picture thinking.
10. Must possess excellent interpersonal and communication (both written and verbal) skills and demonstrated ability to deal effectively with elected officials, government departments, all levels of management, staff and the general public. The ability to negotiate and resolve complex issues in collaboration with peer Directors within the department and across the corporation and with superiors across the corporation.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation and influence skills in order to build consensus within the department, across the corporation and within and across community partners.
12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills to lead transformational change and inspire others.
13. Possess a demonstrated record of strong leadership and guidance, public service focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development, and results orientation.
14. Possess a high level of personal integrity and sound judgement.

15. Thorough proven knowledge and understanding of the applicable legislation, statutes, regulations and by-laws affecting the department/division/section.
16. Sound understanding of community development principles and demonstrated ability to work collaboratively to engage the community in system planning and building.
17. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
18. Working knowledge of computer software applications as required.

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