

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES – HEALTHY FAMILIES - LOCATION – 110 KING ST. W)

#### PUBLIC HEALTH COMPETENCY DEVELOPMENT SPECIALIST

##### JOB SUMMARY

Reports to the Manager, Planning & Competency Development, provides leadership in the development, implementation and maintenance of a Public Health Competency framework and related activities. Supports PHS management and staff in ongoing public health workforce development in order to cultivate a dynamic and innovative workforce that is sustainable and future ready. Develops and implements processes to support management and staff in developing enhanced skills and competencies to enable and develop the skills they need to excel in a career at Hamilton Public Health Services. Contributes to organizational effectiveness through implementing, in collaboration with key PHS leaders, the staff learning and professional development strategy and framework. Assists in developing a vision of excellence in public health practice, which facilitates evidence-based services and quality health outcomes. Fosters a culture of knowledge sharing and networking across Public Health Services. Promotes innovative public health practice through the use of evidence-based knowledge transfer strategies. Facilitates the ongoing development of the public health workforce competencies (technical and behavioral), to enhance Public Health Services' ability to respond to new and emerging issues.

The candidate must be innovative, flexible, motivated, problem solver and able to inspire others. The candidate must be able to work in and foster a collaborative work environment, and excel in learning from experience, fostering relationships and creating linkages.

##### RESPONSIBILITIES

1. **Planning** – Participate as an innovative and motivated member of the Department, contributing to overall planning, coordination and policy development.
  - a. **Divisional/Departmental Work Plan** – Participate in development of Divisional and Departmental plans as required, incorporate objectives into annual Program plans, working collaboratively across programs and divisions as required. Advance the public health mandate in support of, and to further, organizational effectiveness to meet the Ontario Public Health Standards and the Public Health Organizational Standards through contributions to organizational strategic planning; contribute to development of PHS Strategic Business Plan as required.
2. **Program Delivery, Resource Management and Continuous Improvement**
  - a. **Policies and Procedures**
    - i. Participate in development and review of relevant Divisional and Departmental policies and procedures.
    - ii. Develop policies and procedures related to public health practice.
    - iii. Ensure compliance with all corporate, departmental, divisional and program administrative and operational policies.
  - b. **Purchase of services** –Develop RFQ's, RFP's and tenders and negotiate with vendors and contractors for supply of educational/training services for PHS staff.
  - c. **Program Delivery**
    - i. Develop and implement a Public Health Staff Learning and Development program using best practices and multiple strategies for knowledge transfer.
    - ii. Review and Track Learning and Development Budget and expenditures; identify variances and take appropriate actions to mitigate variances. Follow corporate direction to complete budget tracking.
    - iii. Lead the implementation of a learning model to develop public health competencies that enable individuals/teams to take responsibility for their own learning and share their knowledge and practice in a complex and dynamic work environment.
  - d. **Program Performance Monitoring** –Monitor implementation of operational plan and compliance with provincial and other standards on a regular basis. Ensure that the program/service environment is reflective of the diversity of the communities served. Regularly report on performance to Manager and Department as required.
  - e. **Program Evaluation and Continuous Improvement**
    - i. Evaluate the implementation of the Public Health Competency framework regularly to ensure implementation in accordance with identified Program, Divisional and Departmental plans, objectives and outcomes.
    - ii. Undertake PHS organizational evaluative activities including needs assessments to determine
      - o skills required of public health staff to apply best practices.
      - o strategies to develop mastery of public health technical and behavioural competencies.
      - o identification of barriers to the implementation of a public health competency framework.
  - f. **Board of Health** – Prepare reports as required for the Department. Prepare presentation of reports with any necessary visual aids, in accordance with good practices. Make presentations to the Board of Health. Attend meetings of the Board of Health, Council and other committees that are deemed appropriate and/or where attendance is requested by the MOH.
  - g. **Policy Analysis** – Undertake policy analysis and develop policy options relevant to the implementation of the Public Health Competency Framework.
  - h. **Communication** –

- i. Contribute to a positive corporate image working with staff to develop and implement strategic communication plans for the Departments including print, web, media and other channels as required.
    - ii. Ensure communication of decisions, corporate and departmental information and initiatives, to public health staff in consultation with manager.
    - iii. Prepare oral and written presentations with recommendations and outline preferred course of action for PHS management as required.
  - i. **Research** – contribute to the advancement of public health practice by initiating, facilitating and participating in research activities relevant to the work of the Department, in collaboration with partner agencies
  - j. **Partnership Development and Management**
    - i. Foster relationships with local agencies, federal and provincial authorities, consultants, the public and others to advance the goals of the City and Public Health Services. Serve on provincial committees and planning bodies and participate in relevant activities of professional and public health associations to advance the business of the Program, Division, Department or City. Establish and maintain effective working relationships with PHS staff and external partners (e.g. the public, other public health services, and stakeholders).
    - ii. Collaborate with the Human Resources Department to ensure that Public Health Competencies are included in the development of staff recruitment materials, performance planning, performance appraisal templates, job and professional standards.
    - iii. Collaborate with HR staff to develop a framework for a mentorship program for PHS.
    - iv. Collaborate with Hamilton PHS Nursing Practice Advisor, Organizational Development Specialist to enhance competency development of PHS staff.
  - k. **Advocacy**
    - i. In consultation with the Manager, undertake advocacy relevant to the services of the Program, Division and Department in keeping with PHS policy.
    - ii. Ensure **accessibility** of services in accordance with provincial, Council or other mandates.
3. **People Management and Development**
- a. **Occupational Health and Safety** – 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.
  - b. **Education of Learners** – contribute to the education of health sciences students by facilitating and participating in educational opportunities between the Program and academic partners. Use and implement a variety of learning strategies including classroom training, demonstrations, on-the-job training, meetings, conferences, e-learning techniques and workshops.
4. **Organizational Effectiveness**
- a. **Organizational Structure** – Provide input into the identification of optimal organizational structure for the Department and Division in order to most efficiently and effectively provide the services of the Program and Division.
  - b. **Change Management** – Proactively manage change within the Department related to the position, using evidence based practices, to optimize implementation of changes at the Division or Department level.
  - c. **Leadership Development** – Participate in leadership development activities to maintain up to date leadership skills. Encourage and mentor development of future leaders.
  - d. **Team Development** – Participate in the development of a cohesive Program team, and participate in team development at the Department level.

Perform other duties as may be assigned by the Manager, Planning & Competency Development.

## **QUALIFICATIONS:**

### **1. EDUCATION**

- a. Masters degree in: Public Health, Education, Health Sciences, Business Administration or related discipline with demonstrated competence in performance measurement, project management, evidence-informed decision-making and evaluation methods.
- b. In-depth knowledge of human performance human performance and adult learning principles normally attained through post secondary education with emphasis in behavioural sciences, instructional technology, adult education, process improvement, organizational development and/or change management.
- c. Eligibility for an academic appointment with McMaster University an asset

### **2. KNOWLEDGE/EXPERIENCE**

- a. Extensive **knowledge** (normally acquired through a combination of degree-certified health professional training and a graduate degree from a recognized university) and **experience** gained in a public health setting in the following areas:
  - i. Public health mandate, programs and services
  - ii. Public health roles, standards and competencies
  - iii. Professional development and adult education
  - iv. Continuous quality improvement methods and analysis
  - v. Program planning, communications, policy analysis, information management, policies and procedures

- b. Proven ability to motivate and move staff and work teams toward competency based public health.
- c. Knowledge and experience in program planning, including conducting and using results of needs assessments, prioritizing results, implementing a plan to address the needs and evaluating the program.
- d. Knowledge of performance measurement, data analysis, research methodologies and program evaluation
- e. Demonstrated experience implementing programs across large organizations and/or multiple business units.
- f. Possess a demonstrated record of strong public health leadership, customer focus, innovation/creativity, empowerment, staff development and results orientation.
- g. Working knowledge of common computer software applications including Outlook, PowerPoint, Excel, Visio and Word.
- h. Knowledge of and experience (3-5 years) with one or more areas of public health practice

**3. COMPETENCIES**

- a. Demonstrate advanced knowledge, ability and critical thinking skills related to public health sciences and the ability to apply this knowledge in public health practice
- b. Ability to promote full utilization of public health capacities and competencies to support organizational effectiveness.
- c. Demonstrate ability to apply knowledge transfer and change management strategies to further the competency development of public health staff.
- d. Ability to promote a strategic vision for public health practice.
- e. Ability to contribute to the innovation of public health practice within the organization through policy development, advocacy and evidence informed decision-making.
- f. Ability to foster a culture of enquiry and innovation in public health practice.
- g. Ability to facilitate the conduct, dissemination and utilization of research in public health practice
- h. Ability to apply quantitative and qualitative methods to generate evidence from needs assessments, program evaluation and develop relevant activities within the scope of public health programming.
- i. Demonstrated ability to collect, assess, analyze and apply information to make evidence based decisions and recommendations for policy and program development
- j. Ability to analyze and recommend changes to government policy regarding public health practice standards and regulations
- k. Ability to facilitate the application of standards, best practice guidelines, competencies and trends of public health practice (e.g. Ontario Public Health Standards, Public Health Core Competencies) towards quality public health practice.
- l. Ability to lead the development of well-coordinated inter and intra-professional development initiatives.
- m. Demonstrated ability to interact effectively with diverse individuals, groups and communities.
- n. Demonstrates effective communication strategies including well developed written, verbal and non-verbal skills; computer literacy; facilitation and presentation skills and use of social media.
- o. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
- p. Demonstrated leadership skills possessing highly developed negotiation and conflict resolution skills
- q. Demonstrated ability to influence and work with others to address public health issues.
- r. Competency as an educator, developer and translator of public health knowledge.
- s. Possess a high level of personal integrity and sound judgment.
- t. Maintenance of up-to-date knowledge of all federal and provincial legislation and regulations relevant to the Department including:
  - u. Health Protection and Promotion Act
  - v. MFIPPA
  - w. PHIPA
  - x. Occupational Health and Safety Act
  - y. All other relevant statutes, regulations and by-laws
- z. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
- aa. Ability to contribute to public health engagement in achieving organizational goals and objectives.

**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

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

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