

# CITY OF HAMILTON

## PUBLIC HEALTH SERVICES

### (HEALTHY FAMILIES DIVISION-PLANNING & COMPETENCY DEVELOPMENT PROGRAM- LOCATION – 100 MAIN ST. W., 5<sup>th</sup> FLOOR)

## HEALTH STRATEGY SPECIALIST

### SUMMARY OF DUTIES

Reporting to the Manager, Planning & Competency Development, the Health Strategy Specialist is responsible for planning, integrating and leading Public Health Services' strategic initiatives and is accountable to deliver upon PHS strategic initiatives through application of evidence based Public Health methodologies. The Health Strategy Specialist uses "best practices" in health promotion methodologies including seeking new evidence-based methods, systems, research and analysis to support continuous improvement in the delivery of services provided by Public Health Services.

Leading strategic initiatives in a variety of staff resource configurations the Health Strategy Specialist is accountable for ensuring that assigned projects are delivered with due consideration to the identification and control of project scope, schedule, cost and the management of associated risks. 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 and community stakeholders.

The Health Strategy Specialist leads community engagement initiatives to support PHS Departmental priorities. The Health Strategy Specialist is competent in using system integration skills to align PHS mandates, priorities and community needs /assets.

The Health Strategy Specialist provides leadership, guidance, technical competence in health promotion, community engagement, innovative problem solving, and achieves results through effective teamwork with internal and external partners. The Health Strategy Specialist leads change through the coordination of people and organizations to generate and achieve shared objectives that lead to system improvements.

### GENERAL DUTIES

The Health Strategy Specialist (HSS) plans, coordinates and leads strategic priority projects in alignment with PHS departmental priorities.

Research, develop and recommend short/long term service delivery strategies in accordance with Public Health Service strategic directions, guidelines and legislative program requirements.

Develops recommendations for improvements to services, including required organizational changes, staff resources and skill requirements.

Assist in service delivery analysis, recommending effective strategies and monitoring current impacts both short and long term.

The HSS provides consultation to programs on significant change initiatives within programs/divisions where political and community engagement is important. The HSS assists with building capacity for health promotion and community engagement in PHS positions involved in health promotion activities. Provides expertise and consultation on health promotion and community engagement to staff from Public Health Services.

Responsible for priority project plan development and delivery with the following:

- identification of priority stakeholders

- critical literature appraisal for evidence informed decision making
- identification and application of appropriate change management strategies
- identification and application of appropriate health promoting, community engagement and system coordination/integration strategies
- project management including milestones and resource monitoring
- identification of project skill requirements

Promote teamwork and provide direction to cross-functional teams, provide clearly defined goals and objectives, provide advice to staff on health promotion, system and community engagement. Work collaboratively with project teams consisting of internal and/or external stakeholders. Ability to work independently and identify supports required to manager.

Prepare oral and written presentations to management, Board of Health and community and report regularly on the status of projects, milestone achievement, resource status, change and risk management. Prepare recommendations and outline preferred course of action. Prepare written reports to funders as required.

Plan project evaluation in consultation with appropriate staff. implement project evaluation plans. Evaluate project success and submit process improvement recommendations to manager. Engage in a culture of continuous quality improvement.

Provide critical analysis of provincial policies and evaluate their impact on program delivery.

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.

Initiate and mobilize effective linkages with key community partners to establish partnerships that would increase access to information and resources.

Represents Public Health Services on relevant committees, agencies and/or community boards, and in joint initiatives with other governmental, non-governmental and private sector organizations.

Engage community groups and stakeholders to develop, implement, and evaluate strategies to effectively deliver upon City and Public health Services priority projects.

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.

Under the direction of the manager, prepare Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Under the direction of the manager, prepare letters of agreement with external consultants and manage contracted work.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Maintains confidentiality of personal health information and other records, as required.

Perform other duties as assigned by the Manager, which are directly related to the normal functions of the job as defined.

## **QUALIFICATIONS**

1. Bachelor degree at an accredited post-secondary institution in a relevant field (e.g., health sciences, community engagement, community development, health promotion, etc.) with post-graduate training in a relevant field preferred.

2. Demonstrated previous experience in a relevant field with experience in a municipal environment or public health an asset.
3. Demonstrated knowledge and skills in community engagement, health promotion, methodologies and public health sciences.
4. Demonstrated competence in project management, process improvement, change management and program evaluation.
5. Demonstrated competency in critical appraisal of the literature and evidence informed decision making.
6. Health systems skills including organization, coordination and integration.
7. Excellent written and verbal communication skills, facilitation skills and presentation skills.
8. Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.
9. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
10. Progressive experience in a public health field.
11. Must have alignment with the City's values and be able to work independently as well as within a team setting.
12. Competence with the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Familiarity with Visio, Microsoft Project, web-based and statistical software and applications an asset.

**SALARY:**

**Salary Grade 5**

per annum

**HOURS:**

35 per week

**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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