

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES - LOCATION – ROBERT THOMSON BUILDING)

ASSOCIATE MEDICAL OFFICER OF HEALTH

JOB SUMMARY:

Reports to the Medical Officer of Health, providing leadership and direction to a multidisciplinary team of professional service providers. Assists the Medical Officer of Health in those duties delegated to them by the Medical Officer of Health. Uses organizational knowledge and vision to provide strategic leadership and direction to an assigned group of Programs, ensuring alignment with the City, Public Health Services and Board of Health/Council mission, vision, values and objectives. Works with the Director in the assigned area to provide leadership in program design, planning, monitoring and evaluation, change management, research and mentorship and ensuring an effective relationship with Council as the Board of Health (BOH). Ensures provision of programs and services within the framework of the relevant provincial guidelines, legislation and policies and procedures of the Board of Health. Provides medical leadership, consultation and decision-making in the assigned area. Provides coverage as the Acting Medical Officer of Health as necessary, covering all aspects of that role. Provides leadership in emergency response within an IMS model. Coordinates with other City, community and provincial responders, agencies and the public during public health, municipal or provincial emergencies as requested. Participates in emergency preparedness planning, development and training.

The AMOH must have strong leadership, strategic thinking, and political acuity competencies, being innovative, flexible, motivated and able to inspire others. They must be able to work in and foster a collaborative work environment, and excel in learning from experience, fostering relationships and creating partnerships.

RESPONSIBILITIES

- a. **Strategy & Planning - Support the formulation of strategies to achieve both short-term and long-term objectives** - Participate as an innovative and motivated member of the Public Health Leadership Team (PHLT), providing overall strategic leadership, planning, coordination, policy development, decision-making and responsible administration of human, financial and material resources.

As appropriate for assigned area, monitor disease incidence, issues and impact within Hamilton, in collaboration with government, community partners and others, to provide evidence and needs assessment for program development and evaluation and to report on community health status.

Work with Directors, Managers and staff to incorporate objectives into annual divisional and program plans and budgets, working collaboratively across divisions, departments and other organizations as required. Working with the Director, ensure implementation, gathering and analysis of data on progress/impacts, review progress regularly, and inform MOH of progress. Ensure compliance of program plans with the requirements and direction of the BOH/Council, the Ministry of Health, Ministry of Long Term Care, the Ontario Public Health Standards and any other provincial or legal standards set for the programs. Present plans for new programs and any significant changes to existing programs to the MOH for approval.

Identify key community, inter-regional and inter-governmental issues, anticipate impacts to Public Health programs and services, and strategies to address them.

- b. **People – build capacity, capability & culture** – Foster and support a workplace culture of high performance, inclusion and diversity. Lead and implement change; ensure change management plans are in place for significant initiatives. Make decisions that are transparent and model the desired culture. Seek input and feedback from front-line employees on the culture and processes that influence their day to day work; advise employees what was done with their inputs, as appropriate. Participate in leadership development activities to maintain up to date leadership skills. Encourage and mentor development of future leaders.

Build and support high-performance teams that model the Corporate culture. Establish clear, consistent expectations and metrics for team high performance and continuous improvement. Ensure ongoing personal and leadership team development that builds capabilities and shared team goals. Provide coaching and honest feedback to direct reports and have candid, courageous conversations as required to maintain high performance or address inappropriate behaviour. Use appropriate assessment tools and feedback to create metrics for high performance and continuous improvement. Champion culture of continuous improvement and innovation by implementing Corporate frameworks and decision-making tools ensuring services are customer-focused, performance-oriented cost efficient and effective.

- c. **Business – execute strategic plans effectively & deliver programs and services with performance/service excellence** - Undertake policy analysis and develop policy options relevant to the assigned area and/or Public Health Services, for the consideration of the MOH and/or BOH/Council. Review and incorporate community engagement/feedback, evidence-based research and best practice in the sector and comparable industry to support the development of policies, plans, programs and services. Prepare reports and briefing documents for SLT, DLT, Committees of Council, and Medical Officer of Health, providing effective advice, options and recommendations on assigned programs and services. Attend Committee meetings to present recommendation reports and provide advice as required. Attend Council as required.

Ensure appropriate controls are in place to mitigate liability and risks across assigned program and service areas in accordance with enterprise risk management principles. Recommend internal controls to mitigate any potential liability and risk. Manage liabilities and risks; apply enterprise risk management principles in day to day decision making to think through long term implications. Comply with all laws, regulations and Corporate policies and hold employees accountable for compliance. Working with the Director, put in place internal controls in the form of policies, procedures and practices for assigned program areas to protect and safeguard City assets, manage finances, secure information, ensure performance outcomes, accuracy of data, etc.

Ensure development of appropriate medical directives within assigned area. Approve medical directives for areas of sole accountability. Co-approve medical directives with the other involved medical officers in the department for areas of joint accountability. Provide for emergency public health service coverage and leadership 24 hours per day, 7 days per week as required by the needs and standards of the department and City.

Contribute to the advancement of public health practice by initiating, facilitating and participating in research activities relevant to the work of the assigned area and PHS, in collaboration with partner agencies. Contribute to the education of students and residents within the Department and facilitate educational opportunities with academic partners.

Foster relationships with local agencies, federal and provincial authorities, consultants, the public and others to advance the goals of the City, PHS and the Division. Serve on provincial committees and planning bodies and participate in relevant activities of professional and public health associations to advance the business of the Department or City.

Perform other duties as may be assigned by the Medical Officer of Health as relevant to the position.

WORKING CONDITIONS:

Environmental Demands:

- Typical office environment.
- Intense visual and mental concentration
- Business travel
- Flexibility of work hours as well as overtime requirements.

Physical Demands:

- Typical office conditions
- Business travel
- Intense auditory and visual concentration
- Prolonged periods of sitting

QUALIFICATIONS:

EDUCATION

- Degree in medicine from an approved medical school.
- Full, unrestricted license for independent practice from the College of Physicians & Surgeons of Ontario.
- Post-graduate qualifications in public/community health and epidemiology, in accordance with the requirements of the Health Protection & Promotion Act.
- Fellowship in Community Medicine from the Royal College of Physicians & Surgeons of Canada or equivalent.
- Masters level training in business administration, health administration or public administration preferred.
- Extensive knowledge and experience in all or the majority of areas of communicable disease control, environmental health, health promotion, chronic diseases, family health, organizational and staff development, strategic and program planning, functioning as a member of an effective leadership team, continuous improvement, marketing, communications, policy analysis, information management, safety and wellness programs, preferably in a public health setting, normally acquired through a combination of Royal College training and a graduate degree from a recognized university.

KNOWLEDGE/EXPERIENCE

- Significant experience in Community Medicine/Public Health with progressive responsibility, preferably in a municipal or public health environment, including strategic and program planning, policy development and evaluation.
- Proven sound public health judgment in management of public health issues (including communicable disease control, environmental health, emergency management) and ability to lead and work in emergency and high profile conditions.
- Proven ability to foster staff, work teams and organizational development towards excellence in service delivery. Possess a demonstrated record of strong leadership and guidance, client focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development and results orientation.

COMPETENCIES

The candidate must possess the following, including the minimum competencies for Medical Officers in Canada:

- **Foundational Clinical Competencies:** clinical knowledge, skills and experience to assess issues and communicate decisions affecting the health of the public.
- **Monitoring & Assessing the Health of the Public:** competencies to assess the health of the public to inform priority setting, program planning, delivery and evaluation. Ability to apply quantitative and qualitative methods to generate evidence from needs assessment, program development and/or evaluation of activities within the scope of public health programming.
- **Public Health Consultant:** sound evidence-based decision-making and analytical abilities based on the health needs of the public as a whole, ability to make decisions in critical situations in the absence of complete information, ability to balance and integrate multiple mandates from multiple funders and oversight bodies (Ministries, Council, Agencies) to maximize benefit to the public.
- **Investigating & Mitigating Immediate Risks to Human Health:** ability to assess potential risks to the health of the public and take whatever possible steps are necessary to reduce or eliminate that risk, including under tight timelines and in emergency conditions.
- **Policy, Planning & Program Development:** ability to develop, recommend and implement public policies in support of improved health, including the planning, delivery and evaluation of public health programs and services based on community needs. Ability to balance and integrate into program and policy development multiple mandates from multiple funders and oversight bodies (Ministries, Council, Agencies) to maximize benefit to the public.
- **Communication, Collaboration & Advocacy for the Public's Health:** ability to provide information on public health matters to a range of audiences. Ability to utilize their knowledge of communities to develop and shape strategies with partners to mobilize action. Ability to identify inequities in health and build healthy public policy to reduce them. Excellent interpersonal and facilitation skills and ability to build relationships with elected officials, government departments, management, front-line staff, community agencies and the general public. Excellent verbal, written communication skills and ability to present ideas to governing bodies, public gatherings and through the media.
- **Leadership & Management:** ability to champion action to improve and protect the health of the public in inter-sectoral and organizational settings. Ability to promote a shared vision and purpose to drive action, linking today's work with long range plans. Ability to provide leadership to a multidisciplinary staff, including in a unionized environment, utilizing proactive management skills. Skills in financial management and policies, including highly developed analytical, problem-solving and business planning skills. Ability to undertake and provide long-term visioning and strategic planning.
- **Professional Practice:** competency as educator, developer and translator of public health knowledge, the maintenance and improvement of their own expertise in public health practice, and ethical conduct. Effective organizational skills.
- Maintenance of up-to-date knowledge of all relevant federal and provincial legislation and regulations relevant to their assigned area and Public Health Services, including:
 1. Thorough knowledge and ability to apply the Health Protection & Promotion Act, and all other statutes, regulations and by-laws affecting the Division's programs.
 2. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
- Working knowledge of common computer software applications including Outlook, Excel, Word, PowerPoint.
- Eligibility for an academic appointment with the Faculty of Health Sciences, McMaster University or other academic partner relevant to the work of Public Health Services is an asset.

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 above description reflects the general duties considered necessary to describe the principal functions and duties as required for proper evaluation of the job and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.