

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES - EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE CONTROL DIVISION – LOCATION – DAVID BRALEY HEALTH SCIENCES CENTRE)

#### SUPERVISOR, EPIDEMIOLOGY & EVALUATION

##### SUMMARY OF DUTIES

Reporting to the Manager, Epidemiology & Evaluation (E&E), the Supervisor, E&E, is responsible for the functional and administrative supervision of staff, and the coordination and service delivery of E&E's data analytics and reporting programming. Duties include health informatics, statistical analysis, data/database design, report generation, maintenance, management, quality assurance, analysis, methodology and outbreak/health hazards data support, related to public health surveillance, population health assessment, forecasting, monitoring and performance measurement. Responsibilities include recruitment, supervision and evaluation of staff.

##### GENERAL DUTIES

Provides day-to-day supervision of program staff to ensure efficient and effective service to internal and external stakeholders.

Provides direction, leadership and coordination of teamwork; motivate and encourage staff to achieve high levels of performance and productivity; foster a work environment which supports customer service, innovation, and quality of service; applying all applicable regulations, standards, policies and in accordance with Corporate Vision, Mission and Values.

Responsible for the performance management of staff including motivation, supervision, interviewing, hiring, orientation, training, scheduling, progressive discipline, coaching, performance evaluations, attendance management and appropriate handling of confidential matters.

Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback and by providing development opportunities.

Monitors the operations within responsible program areas to ensure safety; service quality; and cost-effective and timely delivery of services, while adhering to the Ministry of Health and Public Health Services Guidelines and Protocols.

Provides guidance to staff for required Policies, Procedures and Work Instructions. Contributes to development and ongoing maintenance of these documents as they relate to the responsible program areas.

Provides support to the Manager, E&E, to identify emerging program and service trends for operational planning purposes.

Provides input to the Manager, E&E, for the purposes of budget planning.

Participates in public health emergency situations and outbreaks as required.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

Maintains current knowledge regarding data analytics & reporting, including but not limited to health informatics, statistical analysis, data/database design, report generation, maintenance, management, quality assurance, analysis, methodology and outbreak/health hazards data support.

Participates in ongoing professional development.

Assesses and interprets legislative/provincial guidance/directive changes and recommend and implement new and/or updated work methods. Prepare and implement new policies/procedures and update existing policies/procedures/work instructions as required.

Develops and implements ongoing training to ensure staff maintains up-to-date knowledge of amendments to existing provincial guidance/directives, departmental/divisional/sectional policies and procedures, statistical software and public health databases/applications.

Assists in developing program goals, workplans and objectives by participating in operational planning sessions. Considers alignment with provincial mandate, City of Hamilton and Public Health Services strategic directions and priorities.

Prepares reports and presentations on activities and results relating to the Program, includes metric development, dashboards and analysis.

Ensures operational expenditures are within approved budget; makes recommendations to Manager in terms of capital and operating budget requirements.

Participate in evidence-informed decision-making and promote the utilization of appropriate evidence in decision-making.

Ensures that employees are provided with and use the appropriate equipment, materials 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.

Works 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.

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

## **QUALIFICATIONS**

1. Baccalaureate degree in a health, computer science, or a related discipline pertinent to job functions, or equivalent demonstrated work experience.
2. Previous progressive experience in a Public Health field is preferred, including knowledge of data analytics, statistical analysis and reporting.
3. Demonstrated knowledge and skill in public health practice including working knowledge of applicable Public Health, Ontario Public Health Standards and relevant protocols, policies and standards.
4. Excellent communication (both verbal and written), facilitation, public relation, presentation and conflict resolution skills.
5. Ability to manage, prioritize and balance a number of projects simultaneously and to meet deadlines.
6. Continuous quality improvement processes, quality assurance experience is preferred.
7. Experience with privacy and personal health information, including knowledge of PHIPA and other provincial legislation.
8. Demonstrated ability to motivate staff and foster co-operative and harmonious team environment.

9. Demonstrated record of strong leadership and guidance, customer focus, team advocacy, staff delegation, empowerment and staff development, and is result oriented.
10. Strong organization and time management skills.
11. General understanding of Labour Relations with respect to the Progressive Discipline Process.
12. Demonstrated ability to provide leadership in a multi-union environment.
13. Working knowledge of computer software applications (Microsoft Office XP, Word, Excel, Access and Power Point).
14. Knowledge of provincial reporting systems (iPHIS/CRN, Panorama/PEAR, CCM and COVAXon) is an asset.
15. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
16. Working knowledge and understanding of applicable Collective Agreement(s).

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

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