

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES – HEALTHY FAMILIES DIVISION – PLANNING & COMPETENCY DEVELOPMENT – LOCATION – 100 MAIN ST. W.)

SENIOR POLICY ADVISOR – PUBLIC HEALTH SERVICES (PHS)

SUMMARY OF DUTIES

Reporting to the Manager, Planning & Competency Development, the Senior Policy Advisor - PHS is a key member of a dynamic public health team. Responsible for advising the Public Health Leadership Team and effectively applying policy analysis frameworks., The Senior Policy Advisor - PHS plays a critical role in advancing healthy public policy and related strategic initiatives that impact both corporate and community levels through policy entrepreneurship. This involves leading, coordinating, and promoting efforts to identify, analyze, collaborate on, develop, monitor, communicate, and recommend strategic options for healthy public policy within Public Health Services.

Using a multi-sectoral approach, the Senior Policy Advisor - PHS analyses, formulates, coordinates, implements, integrates and evaluates public health considerations into policy areas, programs, and strategies to systematically address factors influencing population health, leading to improved health outcomes for all Hamiltonians.

This role requires strong relationship-building skills, the ability to navigate complex issues, and balance competing interests and viewpoints. Transparency, appreciation of diverse perspectives, effective collaboration with stakeholders, strategic thinking, and effective communication are crucial for success in the role. This includes facilitating effective communication and collaboration between PHS and governmental bodies at all levels, ensuring alignment with current public health policies and practices.

GENERAL DUTIES

Monitors legislative and policy developments across federal, provincial, and municipal governments. Identifies strategic opportunities to shape and advocate for public health policy initiatives.

Supports the Public Health Leadership Team by serving as a liaison between PHS and other levels of government.

Provides technical expertise and engages across sectors to identify, analyze, develop, and integrate public health considerations into policy-making processes, programs and strategies that will improve effectiveness, efficiency, impact and equity.

Provides advice and actionable recommendations to senior leadership on effective strategies, best practices and their application regarding healthy public policy, programs, practices, and procedures.

Applies various policy frameworks in the analysis of policies and formulates the City's response to changes in legislation, by-laws, and government policy frameworks regarding healthy public policy as it relates to the City of Hamilton and PHS.

Researches, assesses, creates, recommends, and implements healthy public policy strategies, policies, procedures, and reports that align with community needs, the City of Hamilton Council Priorities and Strategic Plan, PHS Priorities and the Ontario Public Health Standards.

Stays current with best practices in healthy public policy and government relations through continuous learning and professional development.

Ensures healthy public policies and programs are developed and implemented in a manner reflective of current and leading trends, multiple sources of evidence (i.e. best practices, literature, community health status and local

context and political preferences), developments, legislative requirements, and are responsive to the needs of the community.

Reviews, analyzes, and provides comments from a public health perspective on draft policies and by-laws circulated by City Departments where opportunities exist to integrate health considerations into policy making and decision making.

Conducts comprehensive policy analysis using various established policy frameworks to assess the effectiveness, efficiency, impact and equity of policies, including risk mitigation and identification of alternative solutions.

Develops actionable recommendations, reports and presentations for diverse stakeholders, synthesizing policy briefs and proposals, position papers and other documents to support PHS' goals and priorities.

Creates and maintains collaborative partnerships leading to cross-sectoral development and advancement of healthy public policies and strategies.

Provides healthy public policy guidance, education, and information to PHS, the City, and Partners.

Applies sound skills in dealing with sensitive issues, which involves balancing interests of numerous parties with divergent viewpoints.

Monitors and evaluates the effectiveness and impact of healthy public policy initiatives, and applies learnings to continuously improve policies, strategies, programs and processes. Influences policy decisions and identifies opportunities for funding.

Contributes towards achieving PHS priorities, goals and objectives and Departmental/City goals and objectives through the effective and efficient use of financial resources using best practice approaches.

Coordinates and collaborates with staff across PHS and other relevant programs and departments to lead and support healthy public policy development and analysis, while also facilitating competency development in Health in All Policies. Works collaboratively with other City Departments to ensure a cohesive approach to policy.

Manages multiple projects and initiatives simultaneously, oversees their planning, execution, and completion.

Works collaboratively with City staff, elected officials, other government agencies and community partners. Engages with community members and organizations to gather input and build support for initiatives.

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. University Degree, preferably at the Master's level in Political Science, Public Health, Public Administration, Social Policy/Planning or other related discipline, or a combination of education and related work experience.
2. Demonstrated previous experience and knowledge in policy formulation, analysis and evaluation, Health in All Policies and related frameworks, public health sciences, health equity, community engagement, health promotion, project management, strategic planning, negotiation, conflict resolution and change management.
3. A thorough knowledge and strong understanding of federal, provincial and municipal legislation and government structures, policies, procedures, programs and practices in public health, and its relationship with sectorial and community partners.

4. Significant experience and knowledge in research, critical appraisal of literature, evidence informed decision making, information gathering and synthesis, including literature review, environmental scanning, best practice identification, community consultation and stakeholder analysis.
5. Demonstrated ability to interpret and utilize data to inform policy decisions.
6. Demonstrated ability to work both independently with limited supervision and in a team setting. Ability to work in a confidential manner, making sound judgements and the balancing of competing interests.
7. Demonstrated ability to work under pressure and to meet tight deadlines, be flexible and adaptable, and effectively manage multiple multi-disciplinary projects in a results-oriented environment.
8. Ability to effectively develop and maintain relationships with elected officials, representatives of other levels of government, leadership, staff, and the general public.
9. Ability to effectively facilitate meetings and consultations to gather input and build consensus.
10. A very high level of communication, political acumen, organizational, analytical and research skills, with a particular emphasis on excellent presentation, strategic and critical thinking, problem solving, facilitation and writing abilities.
11. Sound interpersonal skills, personal integrity, professional commitment and demonstrated good judgement.
12. Demonstrated knowledge of the Health Promotion and Protection Act, Ontario Public Health Standards and applicable regulations as it relates to the position.
13. Computer literacy in a Windows environment utilizing Microsoft Office applications; word processing and spreadsheets.

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