

## CITY OF HAMILTON

### PUBLIC HEALTH SERVICES

#### (HEALTH PROTECTION DIVISION – ENVIRONMENTAL HEALTH PROGRAM - LOCATION – 1 HUGHSON ST. N., 3rd FLOOR)

#### HEALTH HAZARD SPECIALIST - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager of Health Hazards, the Health Hazard Specialist acts as a lead consultative resource to staff regarding a variety of issues and leads projects related to the Ontario Public Health Standards and Protocols regarding health hazards. The Health Hazard Specialist is responsible for assessing program progress, and provides recommendations to management regarding resource allocation needs to meet goals, objectives and timelines. The Health Hazard Specialist will work in consultation with management to effectively and efficiently utilize financial and staff resources.

The Health Hazard Specialist is responsible for guiding and consulting on all aspects of the program; ranging from individual work to leadership of cross-program, cross-division, and/or inter-departmental working groups or committees. The Health Hazard Specialist will exercise leadership, guidance, technical competence, innovative problem solving, and promote teamwork. The Health Hazard Specialist will be a subject matter expert for the Health Hazards Program.

The Health Hazard Specialist uses a “best practices” and “evidence-based” approach to:

- Provide critical analysis of provincial policies and evaluate their impact on program delivery;
- Develop/modify program policies and procedures as needed;
- Consult and provide technical expertise regarding policy and procedures to staff, provincial agencies and the public in matters relating to health hazards;
- Ensures policies and procedures meet the requirements of the Ontario Public Health Standards and Protocols, provincial legislation and local by-laws;
- Collaborates with other city departments on issues of mutual interest;
- Work with Divisional Quality Assurance personnel to develop consistent data collection tools and assist staff with using these tools effectively;
- Monitor the coordination of the Health Hazard Investigation Program to ensure it is delivered efficiently and effectively.
- Provide technical assistance to other City Departments in matters relating to health hazards.
- Review and analyzes technical data to generate summary and/or investigative health hazard reports

#### GENERAL DUTIES

Responsible for program development and implementation including:

- identification and development of goals, objectives, tasks, and timelines
- budget allocation
- recruitment of staff assignments related to project coordination (e.g. Food Safety Certification)
- with the assistance of Divisional Quality Assurance personnel preparation of project tools for data collection and analysis (eg. Forms, questionnaires, data compilation tables, letters, etc.
- with the assistance of Divisional Quality Assurance personnel analysis of collected data and preparation of findings reports with appropriate recommendations for management.

Promotes teamwork and provides leadership and consultation to cross-functional and cross-departmental teams, provides clearly defined goals and objectives, functions as a mentor to program staff, motivates, coaches and provides consultations to staff on program issues and problem resolution.

Negotiates with vendors and contractors for supply of services.

Prepares oral and written presentations for management and the Board of Health.

Reports regularly on the status of projects regarding progress and timelines, obstacles, fiscal status, and changes to risk management. Prepares recommendations and outline preferred course of action.

Monitors project budgets to stay within budgeted levels.

With the assistance of Divisional Quality Assurance personnel conducts project evaluations. Evaluates project success and submits process improvement recommendations to management.

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.

Contributes to departmental policies and procedures.

Acts on behalf of the Manager in his/her absence on the divisional management team and for other assignments as required.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

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.

### **QUALIFICATIONS**

1. Knowledge and experience related to:
  - a. - health hazard goals, objectives, requirements, standards and legislation.
  - b. - policy, protocol and procedure development and evaluation
  - c. - enforcement protocols related to the HPPA and the Provincial Offences Act
  - c. - carrying out public health inspections and investigations
  - d. - project management
2. Bachelor's of Science Degree in Environmental Health (or related field), a Certificate in Public Health Inspection (Canada) and previous experience in a Public Health Unit in Canada or an equivalent combination of education and relevant experience.
3. Ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem resolution.
4. Highly organized, results-oriented with success in managing multiple priorities and demands.
5. Demonstrated skills in analysis, planning, monitoring and evaluation.
6. Proficient in various competencies that include the ability to communicate effectively, negotiate and develop solid internal and external relationships, strong analytical and conflict resolution skills.
7. Excellent written and verbal communication, facilitation and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
8. Must possess thorough knowledge of the current suite of Microsoft Office XP productivity tools, including PowerPoint, Excel and Word. Microsoft Outlook, Microsoft Project and web-based applications an asset.
9. Must have access to the use of an automobile for work related travel needs.
10. Must possess a valid Class G Driver's Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**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