

JOB DESCRIPTION

Manager, Strategies & Initiatives

Department:	Health Services	Reports to:	Commissioner, Health Services
Effective Date:	February 2020	Supersedes:	New
Classification:	Management Class M3	Job Evaluation Date:	February 2020 (pre-evaluation)

SUMMARY:

Oversees and coordinates projects designed to facilitate the strengthening and enhancement of specialized health programs within Muskoka. Develops strategies and business plans to inform continuous improvement and business decisions. Pursues funding opportunities to support service delivery improvements. Researches policy and industry best practices to support successful client experiences.

MAJOR RESPONSIBILITIES (not limited to):

- Identify strategies to guide the development of policies, procedures and programs to ensure the efficient and effective delivery of specialized health initiatives in Muskoka.
- Work with project teams to develop and assess program/project requirements, desired outcomes and alternative approaches to obtain desired outcomes.
- Lead projects to ensure they are completed on time and according to acceptable standards with appropriate documentation. Monitor project budget and keep stakeholders informed of status.
- Collect, organize, maintain and analyze various types of data, including potentially confidential information, and produce reports to aid teams and stakeholders in monitoring and analyzing performance and outcomes.
- Research and pursue new grant funding and other revenue opportunities
- Provide management and/ or support for the delivery of specialized health programs.
- Develop and implement communications plans and engage in public relations activities to support programs in collaboration with the Communications department
- Anticipate, identify and manage emerging issues and challenges in health services; identify trends and provide support for informed decision-making and outline appropriate mitigating solutions or improvements.
- Assist with strategic and long-term planning activities based on research/analysis of initiatives, community needs, provincial initiatives, funding deliverables and legislative requirements.
- Manage and facilitate studies, public consultations and community engagement initiatives.
- Prepare reports and make presentations to the associated project committees, management team, Standing Committees and other parties, as required.
- Manage employees in a manner consistent with District values, policies and procedures, including selection, work scheduling, training and performance evaluation
- Accountable for the safety and security of employees and workplaces and to ensure that employees work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Other related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- University graduate in a Health Science or Health Services program, or equivalent.
- Four to five years of directly related experience, in the healthcare sector.
- Related experience in project management is an asset.
- Ability to lead major projects and initiatives through the use of strong project management techniques, contract administration, budgetary planning & tracking as well as analytical and problem solving skills
- Sound research, technology and analytical skills to assess research findings, synthesize information, identify key issues, barriers and opportunities, and propose viable recommendations
- Effective written and oral communication skills to prepare communication materials such as policy and research papers, public presentations, and briefings for senior management
- Demonstrated ability to think strategically, design and implement change and achieve performance objectives
- Organizational and time management skills to handle competing priorities, and to complete assignments within timelines, working either independently or within a team