

# The District Municipality of Muskoka is currently recruiting for a Manager, Strategies & Initiatives



The District of Muskoka is seeking a dynamic and innovative individual to join our Health Services department on a permanent full-time basis into the new and exciting role of Manager, Strategies & Initiatives.

Reporting to the Commissioner, Health Services, the Manager, Strategies & Initiatives is responsible for overseeing and coordinating projects designed to facilitate the strengthening and enhancement of specialized health programs within Muskoka. This position develops strategies and business plans to inform continuous improvement and business decisions, pursues funding opportunities to support service delivery improvements, and researches policy and industry best practices to support successful client experiences.

The Manager, Strategies & Initiatives will:

- 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



## Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

As the Upper Tier Regional Municipality, we partner with the six Area Municipalities to work together through sound governance, managing the legacy of a healthy Muskoka by protecting the natural environment, driving a vibrant economy and enhancing the inclusiveness of our caring community.

## What you will bring to us

As a self-directed, innovative and out-of-the box thinker, you will have proven ability to accomplish performance objectives in a corporate environment with excellent communication, interpersonal, organizational, technological and analytical skills.

You will have excellent analytical and problem solving skills to lead major projects and initiatives through the use of strong project management techniques, contract administration, and budgetary planning & tracking.

On the practical side, you will be a university graduate from a Health Science or Health Services program or an equivalent. You will have four (4) to five (5) years of directly related experience in the healthcare sector. This experience will exhibit how you have developed sound research, technology and analytical skills, enabling you to assess research findings, synthesize information, identify key issues, barriers and opportunities, and propose viable recommendations.

### **What We Offer**

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this position is: \$ 80,720 - \$ 95,038

Please review the full job description, linked on our website, for a complete overview of the job.

### **How to Apply**



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

**This job is being posted both internally and externally**

**POSTING CLOSING DATE: Wednesday, March 25, 2020 @ 12:00 NOON**

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.