

Department: Health

Location: Office of the Commissioner & Medical Officer of Health

Position: Public Health Quality & Accountability Specialist

Note: *At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Region of Halton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.*

This is a permanent full time position working 35 hours per week.

Purpose:

Reporting to the Manager, Public Health Business Planning & Improvement, the Public Health Quality & Accountability Specialist will coordinate, provide guidance and support to the Health Department in ensuring accountability and compliance requirements of the Ontario Public Health Standards Accountability Framework are met.

Preferred Background:

The successful candidate will possess a university degree in public or business administration, or a Health Sciences degree with a focus on public or business administration along with a minimum of three (3) years of relevant experience, preferably in a public health setting. Certification in project management and LEAN Public Healthcare is preferred. Knowledge of the Ontario Public Health Standards and regulatory frameworks for public health, local and system level, is required. The candidate must have advanced skills in developing business cases, leading projects, change management, strategic and operational planning, demonstrated experience with continuous quality improvement tools/strategies, policy development and proficient facilitation skills. Excellent interpersonal skills, attention to detail as well as the ability to work both independently with minimal supervision and as an effective team player are required. The candidate will possess expert skills in MS Office (specifically Excel, Word, Visio and Power Point), and experience with information databases. Political acuity, diplomacy and tact are required to interact with internal and external stakeholders. Excellent written and oral communication skills are required for effective knowledge translation. An equivalent combination of education and experience will be considered.

Working Conditions:

The successful candidate will be made an offer of employment on condition that the Regional Municipality of Halton receives a current (obtained within the past six 6 months), original and acceptable Criminal Records Check, by the first day of employment. The incumbent must provide their own transportation and will be required to provide a copy of their driver's license by their first day of employment.

Duties:

- Provides coordination, and guidance for completing accountability reporting requirements of the Ontario Public Health Standards such as Annual Service Plans, Annual Reports and Compliance Reports.
- Monitors provincial accountability and compliance requirements for public health, identifies gaps, opportunities and risks, and develops and implements action plans.
- Reviews reports relating to the accountability agreement with the province for completeness and accuracy.
- Manages projects and project teams.
- Facilitates departmental processes (e.g., strategic and operational planning), as required.
- Conducts business process reviews, identifies and supports implementation of solutions, and the integration of process changes into operational practices.
- Researches best practices relating to organizational quality in public health, develops recommendations and supports implementation of priorities.
- Writes high quality documents including reports, briefing notes, project management documents, business cases, training materials and policies/procedures.
- Participates in internal and external work groups relating to accountability and quality in public health.
- Promotes and actively contributes to a climate of positive change and continuous improvement.
- Performs other duties as required.

Posted: January 8, 2019

Posting Expires: January 15, 2019

Posting #: H-4-19

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment. [Halton Job Postings](#)