Algoma Public Health (APH) invites applicants for a full-time Director of Corporate Services position.

At APH our employees work with individuals, families, and communities to promote and protect community health and advance health equity in Algoma.

APH is governed by the Board of Health (BOH) and is provincially legislated under the Health Protection and Promotion Act and is required to deliver public health programs and services under the Ontario Public Health Standards. Our $19 million-dollar operating budget is funded municipally and provincially. Guided by our strategic plan and our core values, our 170 employees work with you toward achieving an important vision – Health for all. Together.

**Position Summary**

Reporting to the Medical Officer of Health (MOH)/Chief Executive Officer (CEO) and as a member of the Executive Team, the Director of Corporate Services at APH provides strategic leadership to a multidisciplinary team of public health managers across a variety of programs. The primary responsibility of the Director of Corporate Services is the effective leadership, management, and supervision of corporate services, including finance, human resources, information technology, facilities management, and risk and records privacy management.

As a member of the Executive Team at APH, the Director of Corporate Services actively participates in realizing the strategic directions, goals, objectives, and priorities of APH.

**Duties and Responsibilities include (but are not limited to)**

**As a member of the Executive Team, the Director:**

1. Oversees the implementation and monitoring of agency strategic directions in the Corporate Services Division as well as across the organization and leads initiatives in the organization related to priorities or organizational issues;
2. Has responsibility for and communicates on behalf of the Corporate Services Division while maintaining an organizational perspective on all issues brought forward to the Executive Team;
3. Participates in recommending, developing, and approving organizational policies and procedures;
4. Prepares and presents regular and annual reports to the BOH and its committees, to the Executive Team, and to the MOH/CEO, as required on corporate services and related issues;
5. Fosters a culture that embodies APH’s mission, vision, and values and promotes effective communication and collaboration in the organization;
6. Reports directly to the MOH/CEO and keeps the MOH/CEO up to date on salient events and issues;

**As Director of Corporate Services, the Director:**

7. Assumes overall responsibility and accountability for the Corporate Services Division. Supports responsive and effective corporate services by providing direction in the planning, development, and evaluation of all corporate services;
8. Directs financial planning and analysis and procurement by ensuring financial integrity through the establishment and ongoing maintenance of a system of strong internal controls to safeguard the organizational assets and support business continuity;
9. Oversees the development, maintenance, submission, and reporting of organizational budgets for all programs administered by the BOH and ensures compliance with current funder requirements and generally accepted accounting standards;
10. Participates in obtaining and administering alternate funding resources for major undertakings via grants, proposals, etc.;
11. Oversees a human resource strategy, which considers the competencies, composition and size of workforce and includes initiatives for the recruitment, retention, compensation, wellness, and professional and leadership development of APH’s workforce;

12. Provides oversight and direction for APH’s employment activities including, but not limited to, hiring, orientation, retention, performance management, training, personnel records maintenance, student placements, and maintenance of position descriptions;

13. Oversees the management of APH’s payroll, benefits, and pension plans;

14. Oversees and participates in labour relations matters including, but not limited to, negotiations implementation and interpretation; continuous review of collective agreements and related grievance management and workplace complaints and investigations; consultation and support to the Leadership Team; ensuring compliance with all applicable employment/labour relations legislation; and liaising with legal counsel as necessary;

15. Provides oversight for Occupational Health and Safety and that workplace health and safety concerns are addressed within required time frames and according to current legislative requirements;

16. Oversees Information Systems and communications services, including maintenance and security of the network and computer and technology infrastructure, software and databases, website, and all other information technology functions;

17. Oversees all property and equipment management functions throughout the Agency, including acquisition and disposal, long-term maintenance, repairs, cleaning, leases, and other agreements;

18. Oversees the management and monitoring of APH’s privacy program;

19. Contributes to the development, maintenance, and reporting of an organizational risk-management system;

20. Oversees third-party contract management system, including the development, monitoring, and review of contracts;

21. Establishes and maintains effective relationships by working with and communicating with the Ministry of Health and other appropriate Ministries, public health unit personnel across the province, and other relevant community partners and stakeholders.

**Qualifications/Requirements**

**Education:**
- Masters’ degree desired in Business Administration, Health Administration, Public Administration, including studies (certificates, designations) in Finance, Administration, Human Resources, Law or combination of education and experience. Current enrolment in a master’s degree program with completion of the degree within two years of hire to the Director position would be considered;
- Certified Human Resources Professional (CHRP) is strongly recommended;
- Accounting designation – CPA, CA is strongly recommended.

**Experience:**
- At least 5 years’ senior management experience in a unionized environment in public health or related field preferred;
- Extensive past performance as a senior manager with experience related to administration, human resources, finance, and information technology;
- Management ability and knowledge to promote a healthy and safe work environment, engage in workforce development and capacity building, and establish the agency as a learning organization;
- Experience managing complex assignments from inception through to implementation while balancing political, community, and other stakeholder interests;
- Excellent leadership skills (i.e., visionary, the ability to lead within an interdisciplinary team environment, change management skills, and experience implementing strategic plans);
- Track record in innovation and results-oriented leadership, the ability to foster dynamic teamwork, and the ability to manage expectations from multiple organizational units;
- Demonstrated ability to work in a team environment including experience with team and consensus building, coaching, and conflict management skills;
- Demonstrated interpersonal skills and high emotional intelligence, along with well-established verbal and written communicative competence;
- Superior negotiating skills;
- High ethical standards and commitment;
- Ability to develop a positive and productive working and reporting relationship with the Board;
- Demonstrated ability to build strategic partnerships and networks for the Agency;
- Understanding of reporting requirements for Ontario provincial ministries, such as: Ministry of Health and the Ministry of Children, Community, and Social Services;
- Risk-management and decision-making experience;
- Knowledge and training in Indigenous cultural competency;
- The ability to communicate (verbally and in writing) in French and/or any other language(s) will be considered an asset;
- Understanding and ability to apply relevant national and provincial legislation, regulations, and statues, including Ontario’s Occupational Health and Safety Act, Health Protection and Promotion Act, and Municipal Freedom of Information and Protection of Privacy Act;
- Advanced knowledge in computer skills as it pertains to systems required for this position, including Microsoft Office applications;
- Evidence of ongoing professional development;
- Oral and written proficiency in both official languages is an asset;
- Ability to work outside regular business hours including participation in the health unit director after hours on-call rotation;
- Requires a valid “G” Ontario Driver’s License and use of a reliable vehicle;
- As a condition of hire, you are required to be fully vaccinated with a COVID-19 vaccine series, per our COVID-19 Immunization policy. Should you be the successful candidate, you will be required to comply with our COVID-19 Immunization policy that is in effect;
- A current Police Vulnerable Sector Check (PVSC) with satisfactory clearance is a condition of employment, at own expense.

In accordance with the Ontario Human Rights Code and the Ontarians with Disabilities Act, Algoma Public Health will provide accommodation for candidates with disabilities, upon request.

All qualified applicants are invited to forward their résumé and cover letter to moh@algomapublichealth.com by May 23, 2023.

We would like to thank all candidates for responding; however, only individuals selected for an interview will be contacted.