About the City of Hamilton

Contribute to the City of Hamilton, one of Canada’s largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. #BeTheReason

JOB POSTING

JOB ID #: 19865

Health Strategy Specialist
Healthy & Safe Communities
Medical Officer of Health
100 Main St. W., 5th Floor

NUMBER OF VACANCIES: 1 Full-Time Regular

UNION/NON-UNION: Non Union Mgmt Professional

HOURS OF WORK: 35.00 per week

GRADE: 5
SALARY/HOUR: $44.762 - $52.350 per hour
Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS/LENGTH: Permanent

Job Description ID #: 7008

Vaccine Verification – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

SUMMARY OF DUTIES
Reporting to the Manager, Planning & Competency Development, the Health Strategy Specialist is responsible for planning, integrating and leading Public Health Services’ strategic initiatives and is accountable to deliver upon PHS strategic initiatives through application of evidence based Public Health methodologies. The Health Strategy Specialist uses “best practices” in health promotion methodologies including seeking new evidence-based methods, systems, research and analysis to support continuous improvement in the delivery of services provided by Public Health Services.

Leading strategic initiatives in a variety of staff resource configurations the Health Strategy Specialist is accountable for ensuring that assigned projects are delivered with due consideration to the identification and control of project scope, schedule, cost and the management of associated risks. Assists in developing a vision of excellence in public health practice, which facilitates evidence-based services and quality health outcomes. Fosters a culture of knowledge sharing and networking across Public Health Services and community stakeholders.

The Health Strategy Specialist leads community engagement initiatives to support PHS Departmental priorities. The Health Strategy Specialist is competent in using system integration skills to align PHS mandates, priorities and community needs/assets.

The Health Strategy Specialist provides leadership, guidance, technical competence in health promotion, community engagement, innovative problem solving, and achieves results through effective teamwork with internal and external partners. The Health Strategy Specialist leads change through the coordination of people and organizations to generate and achieve shared objectives that lead to system improvements.

**GENERAL DUTIES**

The Health Strategy Specialist (HSS) plans, coordinates and leads strategic priority projects in alignment with PHS departmental priorities.

Research, develop and recommend short/long term service delivery strategies in accordance with Public Health Service strategic directions, guidelines and legislative program requirements.

Develops recommendations for improvements to services, including required organizational changes, staff resources and skill requirements.

Assist in service delivery analysis, recommending effective strategies and monitoring current impacts both short and long term.

The HSS provides consultation to programs on significant change initiatives within programs/divisions where political and community engagement is important. The HSS assists with building capacity for health promotion and community engagement in PHS positions involved in health promotion activities. Provides expertise and consultation on health promotion and community engagement to staff from Public Health Services.

Responsible for priority project plan development and delivery with the following:

- identification of priority stakeholders
- critical literature appraisal for evidence informed decision making
- identification and application of appropriate change management strategies
- identification and application of appropriate health promoting, community engagement and system coordination/integration strategies
- project management including milestones and resource monitoring
- identification of project skill requirements
Promote teamwork and provide direction to cross-functional teams, provide clearly defined goals and objectives, provide advice to staff on health promotion, system and community engagement. Work collaboratively with project teams consisting of internal and/or external stakeholders. Ability to work independently and identify supports required to manager.

Prepare oral and written presentations to management, Board of Health and community and report regularly on the status of projects, milestone achievement, resource status, change and risk management. Prepare recommendations and outline preferred course of action. Prepare written reports to funders as required.

Plan project evaluation in consultation with appropriate staff. Implement project evaluation plans. Evaluate project success and submit process improvement recommendations to manager. Engage in a culture of continuous quality improvement.

Provide critical analysis of provincial policies and evaluate their impact on program delivery.

Foster relationships with local agencies, federal and provincial authorities, consultants, the public and others to advance the goals of the City and Public Health Services.

Initiate and mobilize effective linkages with key community partners to establish partnerships that would increase access to information and resources.

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.

Engage community groups and stakeholders to develop, implement, and evaluate strategies to effectively deliver upon City and Public health Services priority projects.

Proactively manage change within the Department related to the position using evidence-based practices to optimize implementation of changes at the Division or Department level.

Under the direction of the manager, prepare Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Under the direction of the manager, prepare letters of agreement with external consultants and manage contracted work.

Work 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.

Maintains confidentiality of personal health information and other records, as required.

Perform other duties as assigned by the Manager, which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

Bachelor degree at an accredited post-secondary institution in a relevant field (e.g., health sciences, community engagement, community development, health promotion, etc.) with post-graduate training in a relevant field preferred.

Demonstrated previous experience in a relevant field with experience in a municipal environment or public health an asset.
Demonstrated knowledge and skills in community engagement, health promotion, methodologies and public health sciences.

Demonstrated competence in project management, process improvement, change management and program evaluation.

Demonstrated competency in critical appraisal of the literature and evidence informed decision making.

Health systems skills including organization, coordination and integration.

Excellent written and verbal communication skills, facilitation skills and presentation skills.

Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.

Proven organizational skills and the ability to work with very tight deadlines and competing priorities.

Progressive experience in a public health field.

Must have alignment with the City's values and be able to work independently as well as within a team setting.

Competence with the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Familiarity with Visio, Microsoft Project, web-based and statistical software and applications an asset.

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

This Competition may include an interview and/assessment as part of the selection process.

Job Descriptions are available on My HR Info - You may access them by logging onto My HR Info – Main Menu – Self Service – Job Opportunities – City Job Descriptions. Job descriptions are available in PDF format and are organized by department and alphabetically by title.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.
We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants.

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Internal Posting

Please apply on or before: 2023-03-15