



POSITION DESCRIPTION

POSITION (TITLE):	Director, Corporate Services	DIVISION:	Corporate Services
REPORTS TO:	Medical Officer of Health / Chief Executive Officer	UNION AFFILIATION:	Non-union
REVIEWED: Direct Supervisor	Medical Officer of Health / Chief Executive Officer	DATE: (R) if revised	October 2017
APPROVED: MOH/CEO, Director	Medical Officer of Health / Chief Executive Officer	DATE:	October 2017
AUDITED:		DATE:	October 2017
ORIGINAL VERSION DATE:	October 2017	REVISION DATES:	

POSITION SUMMARY:

As a member of the Senior Management Team (SMT), the Director of Corporate Services will provide administrative leadership to a multidisciplinary team of public health managers across a variety of programs. The primary responsibility of the Director, Corporate Services is the effective leadership, management, and supervision of corporate services, including finance, human resources, information technology, purchasing, property management and communications. This position reports directly to the Medical Officer of Health (MOH)/ Chief Executive Officer (CEO) of the Thunder Bay District Health Unit.

DUTIES AND RESPONSIBILITIES:

As a member of the Senior Management Team (SMT), the Director:

1. Actively participates in establishing the strategic direction and priorities of the Thunder Bay District Health Unit.
2. Ensures the implementation and monitoring of the strategic direction in the Corporate Services Division as well as across the organization and may lead initiatives in the organization related to priorities or organizational issues.
3. Has responsibility for and communicates on behalf of the Corporate Services Division while maintaining an organizational perspective on all issues brought forward to senior management.
4. Participates in recommending, developing and approving organizational policies and procedures and plays lead role in reviewing and updating Board of Health policies and procedures.

5. Fosters a culture at TBDHU that embodies the guiding principles of the organization and promotes effective communication and collaboration in the organization.

As Director of Corporate Services, the Director:

6. Assumes overall responsibility and accountability for the Corporate Services Division through overseeing and directing of Financial Services, Human Resources, Information Systems, Building Services, and Communications.
7. Ensures responsive and effective corporate services by providing direction in the planning, development, and evaluation of all corporate services and working in collaboration with program managers and divisional directors in the development of and compliance with administrative policies and procedures.
8. Ensures transparency, accountability and demonstrates organizational effectiveness and due diligence in exercising day to day responsibilities through the provision of strong administrative practices.
9. Prepares and presents regular and annual reports to the Board of Health and its committees, to Senior management, and to the MOH/CEO, as required on Corporate Services and related issues.
10. Oversees the organizational budget including working with directors and managers in the preparation of program budgets, supporting SMT deliberations, preparing the budget package for Board of Health and submitting Board of Health approved budget to funders including provincial ministries and municipalities.
11. 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
12. Oversees a human resource strategy which considers the competencies, composition and size of workforce and includes initiatives for the recruitment, retention, compensation, wellness, professional and leadership development of the public health unit workforce.
13. Facilitates effective Labour Relations by supporting and overseeing contract negotiations, arbitration and grievance processes.
14. Ensures that the workplace is compliant with the *Occupational Health and Safety Act* and that conduct and activities are in accordance with the Act.
15. Oversees Information Systems and communications services including maintenance and security of the network and computer and technology infrastructure, software and databases, web and social media presence and graphics services, and all other information technology and communication functions.
16. Oversees all property and equipment management functions throughout the District including acquisition and disposal, long term maintenance, repairs, cleaning, leases and other agreements.
17. Establishes and maintains effective relationships by working with and communicating with the MOHLTC and other appropriate Ministries, public health unit personnel across

the province, the association of local public health agency, Public Health Ontario, Thunder Bay district municipal and unorganized townships personnel, and other relevant community partners and stakeholders.

18. Leads the implementation and sustainability of Enterprise Risk Management in the organization, by maintaining the Enterprise Risk Framework and processes and ensuring risks are identified, evaluated, monitored and reported to management and the board of health in a systematic manner.
19. Advances the mandate of the division and/or the organization by proposing, implementing and participating in special projects, committees, or internal or external reviews.

QUALIFICATIONS / REQUIREMENTS:

Education

- Masters level degree in Business Administration or equivalent education in Health Administration (M.H.A., M.H.Sc.).
- Financial Management including a professional designation (CPA).

Experience

- At least 5 years senior management experience 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 ensure a healthy and safe work environment, effective conflict resolution, continuous learning and innovation.
- 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.
- Demonstrated ability to work in a team environment including experience with team and consensus building and conflict management skills.

Other Qualifications

- Demonstrated interpersonal skills and high emotional intelligence, along with well-established verbal and written communicative competence.
- Understanding of reporting requirements for provincial ministries, such as: Ministry of Health and Long-Term Care and the Ministry of Children and Youth Services.
- Risk-management and decision-making experience.
- Superior negotiating skills.
- High ethical standards and commitment.
- Knowledge and training in Indigenous cultural competency preferred.
- Ability to develop positive and productive working and reporting relationship with the Board.
- Demonstrated ability to build strategic partnerships and networks for the organization.
- Track record in innovation and results-oriented leadership, the ability to foster dynamic teamwork, and the ability to manage expectations from multiple

organizational units.

- Understanding of 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, Privacy and Protection Act; knowledge of MFIPPA, PHIPA, and record retention by-laws as they relate to health information.