



POSITION DESCRIPTION

POSITION (TITLE):	Director	DIVISION:	Health Protection
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	(R) November 2021 (R) January 2019 (R) October 2016 November 2002
APPROVED: MOH/CEO, Director	Medical Officer of Health & Chief Executive Officer	DATE:	(R) November 2021 (R) January 2019 (R) October 2016 November 2002
AUDITED:	Human Resources	DATE:	(R) November 2021 (R) January 2019 (R) October 2016 November 2002

POSITION SUMMARY:

Reporting to the Medical Officer of Health/Chief Executive Officer, the Director is responsible for the effective leadership, management and supervision of the Division including the provision of programs and services in accordance with provincial legislation, the Ontario Public Health Standards: Requirements for Programs, Services and Accountability (Standards) and Thunder Bay District Health Unit (TBDHU), strategic plan, policies and procedures. This position oversees a variety of public health programs and services related to infectious disease (including vaccinations), environmental health, clinical services and harm reduction.

As a key member of senior leadership/management of the Health Unit, the Director contributes to excellence in leadership of the organization and effectively participates in cooperative planning and decision-making activities.

DUTIES AND RESPONSIBILITIES:

As a member of the Senior Leadership team (SLT), the Director:

1. Actively participates in establishing the strategic direction and priorities of the Thunder Bay District Health Unit.



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2. Ensures the implementation and monitoring of the strategic direction in the Health Protection Division as well as across the organization and leads initiatives in the organization related to priorities or organizational issues.
3. Has responsibility for and communicates on behalf of the Health Protection Division while maintaining an organizational perspective on all issues brought forward to senior leadership.
4. Participates in recommending, developing and approving organizational 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.
6. Participates in the development and approval of the organizational budget.

As Director of the Health Protection Division, the Director:

7. Assumes overall responsibility and accountability for the administration of the Division through overseeing and directing the following programs and services:
 - Street Outreach, Harm Reduction and Sexual Health;
 - Environmental Health;
 - Infectious Disease; and,
 - Vaccine Preventable Disease.
8. Leads the development and implementation of Divisional strategies that enhance the work of the programs in congruence with the strategic plan and other organizational priorities, the OPHS, and in collaboration with other Divisions of the TBDHU.
9. Ensures the alignment of the TBDHU's strategic direction through the activities of the Division.
10. Leads the development and implementation of systematic approaches to assessing, planning and evaluating the work of the Division to ensure optimal program functioning consistent with the relevant program and foundational standards of the OPHS and other ministry directives as applicable.
11. Oversees the development and implementation of Divisional program and service plans to ensure adherence to Ministry guidelines and applicable legislation.
12. Develops and maintains a system to monitor and evaluate the performance of the Division and programs in accordance with the OPHS, organizational direction, and expectations of Ministries, including all reporting requirements.



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13. Champions and leads continuous improvement opportunities to enhance Divisional and program performance with the goal of optimizing the effectiveness and efficiency of programs and services in achieving desired outcomes.
14. Provides leadership, supervision, support and consultation to management staff within the Division.
15. Ensures that all human resources within the Division are managed in accordance with TBDHU policies, collective agreements and applicable legislation.
16. Ensures that the records related to their functions, activities and transactions are managed appropriately and ensures proper levels of security and privacy protection are applied to the information under their control.
17. Responsible for the management of financial resources for the Division in accordance with TBDHU policies and procedures and ensures that operating budgets are developed and administered for projects and programs within the Division.
18. Optimizes the use of funding opportunities in a fiscally responsible/accountable manner to support the work of the Division.
19. Anticipates and manages risk of various types within programs, the Division and the organization and effectively and appropriately communicates on these.
20. Supports effective partnerships and collaborations internally and externally with health and non-health sector stakeholders at various levels to optimize the ability to achieve population health outcomes.
21. Keeps the Medical Officer of Health/Chief Executive Officer up-to-date on salient events and issues.
22. Attends Board of Health meetings to report on the work and performance of the Division.
23. Fulfills the roles and responsibilities of the Chief Nursing Officer (CNO) if appropriate.
24. Other duties as assigned.

QUALIFICATIONS / REQUIREMENTS:

Education

- Masters level degree in one of the following from a recognized university in nursing, community health, public health, health promotion, environmental health, health



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administration or other equivalent degree.

Experience

- At least 5 years senior leadership/management experience in public health or related field preferred.
- Extensive past performance as a senior leader with experience related to population health approaches, determinants of health, health equity and other applicable public health strategies and practices.
- 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

- Current certificate of competence with the relevant professional association/college, where applicable.
- Demonstrated interpersonal skills and high emotional intelligence, along with well-established verbal and written communicative competence.
- Excellent organizational, planning and evaluation skills including the ability to address complex public health issues.
- Demonstrated understanding and commitment to continuous improvement.
- Strong relationship building/community development skills at the local, regional and provincial levels with a commitment to developing effective alliances and partnerships.
- 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.
- High ethical standards and commitment.
- Demonstrated financial management and budgeting skills.
- Knowledge and training in Indigenous cultural competency preferred.
- Ability to develop positive and productive working and reporting relationship with the Board.
- Understanding of reporting requirements for provincial ministries, such as: Ministry of Health.



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- Understanding of relevant national and provincial legislation, regulations, and statutes, 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.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.