



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 kilometers 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 ID #30993: Director, Healthy Families & Chief Nursing Officer**
- **Union:** Non-Union
- **Job Description ID #: 5565**
- **Close date:** Interested applicants please submit your application online at [www.hamilton.ca/city-council/jobs-city](http://www.hamilton.ca/city-council/jobs-city) by 4:00 p.m. on **May 7, 2025**.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

### SUMMARY OF DUTIES

Reporting to the Medical Officer of Health, provides leadership and direction to a multidisciplinary team engaged in a wide variety of programs for the public. Assumes responsibility for the strategic management, planning, development, monitoring, and evaluation of Public Health Services Healthy Families programs. Acts as Executive champion in the oversight of major Public Health priorities. Fulfills the Chief Nursing Officer responsibilities, as the senior lead for the evolution and oversight of nursing practice across Public Health Services as well as labour relations and bargaining with ONA 50 (PH).

Uses organizational knowledge and vision to provide strategic leadership and direction to the Division Management Team and all staff within the Division, ensuring alignment of the Division with the Public Health Services and Board of Health mission, vision, values, cultural pillars, and objectives. Ensures provision of programs and services within the framework of the Health Protection and Promotion Act, the Ontario Public Health Standards and relevant provincial protocols and guidelines, other legislation, regulations and by-laws and the policies and procedures of the Board of Health/Council.

Provides sustained leadership and direction within an Integrated Management System model and coordinates with other City, community and provincial responders, agencies, and the public during emergencies.

### **GENERAL DUTIES**

Recommends broad policies and long-range strategies in the delivery of services to meet the goals and objectives of the Board of Health, Ministry of Health, Ministry of Community and Children's Services and other local, provincial and federal funders.

Participates in business planning and direction of Public Health Services and the Department as a member of the Public Health Leadership Team and Departmental Management Team.

Accountable for establishing and achieving goals and objectives for Public Health cross-cutting priorities and Divisional services using best practice, evidence-based approaches, rooted in a deep understanding of the community's needs and context. Develops and delivers quality services in a timely and cost-effective manner through the effective and efficient use of financial and staff resources.

Provides leadership and direction to the Division in multi-year business planning, coordination, and integration of services with internal and external partners, policy analysis and development, decision making and budget preparation. Develops annual budgets, service plans and related performance reports for submission to the Board of Health, community, provincial and federal funders, and the public.

Evaluates and reports on the Division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Develops effective contingency plans that include service prioritization and continuity for implementation in the case of emergencies or system disruptions.

Builds relationships with relevant community, provincial and federal stakeholders. Advocates to senior levels of government and funders for service and financial policies that address community needs. Seeks out funding opportunities at local, provincial, and federal levels to enhance resources available to meet community needs. Coordinates advocacy and service provision with other stakeholders as appropriate.

Leads an effective Division management team, providing coaching and advice to managers and supervisors to optimize performance. Develops appropriate evaluation tools to measure staff performance and establish monitoring to determine strengths and needs of staff and identifying goal setting and corrective measures to maintain optimal performance levels. Participates in succession planning to develop future leaders and ensure service continuity.

Fulfills the requirements and responsibilities of Chief Nursing Officer for all of Public Health Services, developing and executing on a vision and strategic plan for the of Public Health nursing competencies required to address current and projected community needs and anticipated Public Health requirements with a 10-year planning horizon. Provides provincial leadership on Public Health and Public Health nursing practice by participating on Ministerial tables and provincial associations.

As the Chief Nursing Officer, provides oversight of nursing practice across Public Health Services, implementing the Nursing Strategic plan, ensuring nursing competency development and that nurses practice within the standards required under provincial legislation and by the College of Nurses of Ontario. Acts as lead for nursing labour relations as well as bargaining with ONA 50 (Public Health).

Ensures compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies related to role and responsibilities of Director of Healthy Families programs, and Chief Nursing Officer.

Responds to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provides professional consultation, including reports, to Council and its Committees.

Provides program development and evaluation by ensuring the identification of objectives, activities, outcomes and indicators for each service area, and ensuring the implementation of continuous improvement and evaluation of programs and projects by the Management Team.

Works 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. Evaluates and ensures accessibility of programs and services in keeping with the Equal Access requirement under the Ontario Public Health Standards and all other relevant legislation.

Contributes to the advancement of public health practice by initiating, facilitating, and participating in research activities relevant to the work of the Division.

Contributes to the education of health sciences and other students by facilitating educational opportunities with academic partners and other partners.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Perform other duties as assigned which are directly related to the responsibilities of this position.

## **QUALIFICATIONS**

1. Extensive knowledge and experience of public health practices and theories in the leadership, management, and direct delivery of public health programs. Extensive knowledge and experience in nursing leadership and practice. These are normally acquired through a combination of completion of a nursing degree that includes public health training and a graduate degree from a recognized university. Eligible for and maintains in good standing licensure with the College of Nurses of Ontario.
2. Extensive senior management experience in a multi-stakeholder environment, including experience within a public health setting.
3. Proven ability to foster relationships with community members and leaders and senior government officials. Politically astute and skilled in advocacy, influencing policy and service development.
4. Proven ability to foster staff and organizational development towards excellence in the delivery of public health programs. Demonstrated ability to communicate a vision and foster engagement of staff and stakeholders in its execution. Proven ability to find creative and collaborative solutions based in evidence, best practice, and community needs.
5. Proven ability to function as a member of a leadership team.
6. Progressively responsible experience in public health management, including program planning, evaluation, policy analysis and development and health promotion.
7. Demonstrated competency to manage a large multi-disciplinary staff, preferably in a unionized environment using progressive and proactive management skills.
8. Demonstrated financial management skills in developing, implementing, and monitoring of budgets, and reporting on service and financial performance to funders and the public.
9. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
10. Excellent interpersonal skills and ability to work with elected officials, government leaders, all levels of management, staff, and the general public.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
12. Excellent analytical and problem-solving skills.
13. Excellent communication skills, both verbal and written. Highly effective facilitation and presentation skills. Sound understanding of community development principles and demonstrated ability to work collaboratively to engage the community in system planning.
14. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, advocacy, staff delegation, empowerment, staff development, and results orientation.
15. Possess a high level of personal integrity and sound judgement.

16. Thorough proven knowledge and understanding of the Health Protection and Promotion Act, Regulated Health Professions Act, and other legislation, regulations or standards relevant to Public Health, nursing practice and the Division's mandates.
17. Demonstrated knowledge of the Occupational Health & Safety Act and applicable regulations as it relates to the position.
18. Demonstrated knowledge of collective bargaining process.
19. Working knowledge of computer software applications.
20. Eligibility for an academic appointment with the Faculty of Health Sciences, McMaster University or other relevant academic institution strongly preferred.

**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.

**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.