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- **Job ID #31261: Health Strategy Specialist**
- **Union:** Non-Union
- **Job Description ID #: 7008**
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **November 19, 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 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, ensuring alignment with equity, diversity and inclusion principles

and best practices. 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.

Develop 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.

Proactively manage change within the Division or Department using evidence-based practices and provide consultation to programs on significant change initiatives where political and community engagement is important.

Works within an anti-racism, anti-Indigenous racism, anti-oppression and culturally appropriate approach to engage community groups and organizations in the development, implementation, and evaluation of strategies to effectively deliver upon City and Public Health Services priority initiatives.

Assists in building capacity for health promotion and community engagement across PHS, including consultation to staff.

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 written reports and provide oral 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 local boards, and in joint initiatives with other governmental, non-governmental and private sector organizations.

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

1. 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.
2. Demonstrated previous experience in a relevant field with experience in a municipal environment or public health an asset.

3. Demonstrated knowledge and skills in community engagement (including application of equity, diversity, and inclusion principles), health promotion methodologies and public health sciences.
4. Demonstrated competence in project management, process improvement, change management and program evaluation.
5. Demonstrated competency in critical appraisal of the literature and evidence informed decision making.
6. Health systems skills including organization, coordination and integration.
7. Excellent written and verbal communication skills, facilitation skills and presentation skills.
8. Experience in team leadership and mentorship, with highly developed negotiation and conflict resolution skills.
9. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
10. Progressive experience in a public health field.
11. Must have alignment with the City's values and be able to work independently as well as within a team setting.
12. 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.

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.