



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING # NU 21.17

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**Position:** Program Manager, Environmental Health

**Status:** Permanent Full Time

**Employee Group:** Non-Union

**Salary:** \$82,307 - \$102,884 per annum

**Department:** Health & Social Services

**Division:** Haldimand-Norfolk Health Unit

**Reports To:** Manager, Health Protection

**Posting Period:** June 28, 2017 – July 26, 2017

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### **How to apply to this position:**

To confidentially explore this opportunity further, please submit a resume, and complete a written submission and an assessment as outlined in the online instructions at [www.talentmanagementplus.com](http://www.talentmanagementplus.com) using job code: **5640WRJEM**. Please allow 30 – 50 minutes to complete the assessment process. If you are including a cover letter with your resume please ensure it is included along with the resume and attached as one document. The deadline for completion of the application process is 4:30pm on July 26, 2017.

### **Scope of Position:**

To effectively and efficiently manage all aspects of the Environmental Health Team. Ensures the requirements of the Health Protection and Promotion Act its' regulations, the Ontario Standards for Public Health Programs and Services, protocols, guidelines and any other pertinent legislation are met by providing quality programs and services in the areas of:

Food safety, safe water (drinking and recreational), healthy environments (health hazard prevention and management, built environments, climate change), infectious and communicable diseases prevention and control (rabies prevention and control, vector borne management) and emergency preparedness.

## **Position Description:**

- Ensure that effective programs are in place to meet the requirements identified in the the Ontario Standards for Public Health Programs and Services, protocols, guidelines and any other pertinent legislation.
  - To ensure a safe healthy environment for the residents of Haldimand and Norfolk.
  - By surveillance, investigating, inspecting, monitoring, reporting and ensuring compliance with and oversight of enforcement of relevant legislation.
  - Effectively manage and be accountable for all aspects, including the financial resources of the Environmental Health Team.
  - Effectively and efficiently plan, implement and evaluate health protection programs in conjunction with staff within the Environmental Health Team, Health Unit, community partners and stakeholders.
  - Stays abreast of current technical information and emerging environmental health and public health science
  - Report and be accountable to various levels of government with respect to programs/activities and issues relevant to the Environmental Health Team.
- Effectively and efficiently manage human resources within the Environmental Health Team of the Health Unit.
  - Ensure that highly qualified, professional personnel are in place to implement programs.
  - Participate in recruitment, hiring, supervising, training, mentoring, supporting, coaching and evaluating performance. Plan and organize work assignments for staff.
  - Identify needs for outside services, review and evaluate submissions and award contract(s) in accordance with corporate policies.
- Effectively manage the financial resources of the Environmental Health Team.
  - Participate in the planning, monitoring and tracking of financial budgets allocated to the Environmental Health Team.
  - Allocate resources appropriately, sign invoices and review financial statements for selected programs.

- Provide leadership and actively participate as a member of the Health Unit Management Team.
  - Provide leadership to standing and ad-hoc committees of the Health Unit.
  - Create and maintain policies, allocate fiscal and human resources, create strategic and operational plans.
  - Participate in the rotating Health Unit management on-call schedule and respond appropriately.
- Provide leadership and actively participate in focused efforts to improve quality and performance using quality improvement methods and tools to engage staff and drive change.
- Communicate effectively (verbally and orally) with the community, local agencies, governing bodies, and ministry officials.
  - Foster working relationships with community partners
  - Advocate for healthy public policies.
  - Prepare and review technical reports, grant applications, media articles and promotional materials on many health topics.
  - Participate in media interviews and presentations to stakeholders and decision makers
  - Respond to inquiries from the public on all environmental health program issues (rabies, water quality, food safety etc).
- Manage outbreaks, and emergencies such as spills, floods, fires, and food recalls where health hazards or potential health hazards exist.
  - To minimize or eliminate the effect of health hazards. To have input into any situations that are deemed an emergency and to protect the health of the residents of Haldimand and Norfolk.
  - By having contingency protocols in place. By being part of the county's emergency measures planning.
  - Enforce compliance with relevant regulation and legislation to abate public health hazards.
  - Direct and coordinate enforcement activities taken by the Environmental Health Team as required to ensure compliance with relevant legislation.

**Knowledge & Skill:**

- Certification by the Canadian Institute of Public Health Inspectors.
- Completion of a university degree in Occupational and Public Health, Bachelor of Applied Science in Environmental Health or equivalent.
- At least five (5) years' experience in a leadership role preferred.
- Graduate degree in public health, public administration, community health or equivalent is an asset.

**Must Have:**

- Proven management and team leadership skills
- Knowledge of human resources including working within a unionized environment.
- Conflict resolution/negotiation skills internally with staff and externally where enforcement and legal action is required.
- Knowledge and skills in public health surveillance, investigation, outbreak contingencies and inspection, enforcement, evidence-based planning, risk communication
- Basic knowledge in health promotion.
- Proven time management skills and ability to manage multiple projects.
- Diplomacy and political astuteness.
- Data analysis, research skills, program planning, evaluation and strategic planning experience.
- Budget/financial management skills.
- Crisis/emergency planning/management.
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise in corporate standard software (Microsoft Office) and department specific software.

- Experience with Ministry of Health and Long-term care databases including but not limited to RCAT, LRMA and DWARS would be an asset.
- Experience with Hedgerow software is an asset
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health & Safety Act

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education, transcripts preferred.

Thank you for your interest in this position. Only those to be interviewed will be contacted.