



NON-CONTRACT ROLE DESCRIPTION

JD4527

ROLE TITLE:	Manager, Strategic Initiatives	ROLE DESCRIPTION NO.:	4527
DEPARTMENT:	Public Health; Mental Health & Substance Use; Logistics	HEABC REFERENCE NO.:	18721352
REPORTING TO:	Director	HSCIS CODE:	04080
CLASSIFICATION:	NCEM/Range 9	JOB CODE:	04080RA

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Director and working in collaboration with the Medical Directors/Health Officers, the Manager, Strategic Initiatives is responsible for the coordination, planning, implementation, delivery and evaluation of a range of initiatives throughout Island Health. The Manager provides leadership, and evaluation for programs and initiatives across the Island, including the development and implementation of strategies to facilitate linkages and other opportunities for care and support.

The Manager is responsible for leading the development and implementation of detailed program charters and plans, providing decision support and initiating and overseeing contracts. Facilitates a culture of quality improvement within the program. The Manager is responsible to provide leadership/development of assigned priorities, including program planning and coordination, reporting and evaluation. The Manager represents Island Health on provincial committees and facilitates local, multi-partner community-based working groups to support both the Island Health and provincial work.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of Island Health in accordance with the service assignment and may require the use of a personal vehicle.

DUTIES AND RESPONSIBILITIES:

1. Leads strategic initiatives in conjunction with a designated project team using project management skills and tools such as:
 - Defining and scheduling all phases of the initiative.
 - Identifying all activities, milestones and key deliverables.
 - Resource identification, allocation and tracking.
 - Regular status reports.
 - Issue and risk management, escalation and resolution.
 - Development and implementation of data and monitoring frameworks.
 - Preparing required reports, both including Island Health and Ministry reporting and ensuring reporting requirements are met.
 - Quality control review of deliverables.
 - Assisting with procurement and additional resources as required.

2. Promotes evidence-based decision making and policy development by aptly interpreting surveillance and epidemiological data. Monitors indicators related to the occurrence and underlying determinants of mental health challenges and problematic substance use within the population.
3. Acts as a liaison between the Health Authority and local Ministry of Health staff regarding provincial and local issues/initiatives.
4. Develops and implements strategies to promote positive mental health and prevention of substance related harms in collaboration with program Directors and Medical Leads.
5. Facilitates multi-partner community working groups. Works in collaboration and partnership with community and provincial agencies and organizations, including but not limited to law enforcement, municipal and provincial governments.
6. Facilitates cross-departmental Island Health planning committees and working groups.
7. Develops relevant policies and communication tools to inform decision making, including briefing notes, summary reports and contract reviews.
8. Hires staff, trains, supervises, conducts performance appraisals, disciplines and terminates staff in the program as appropriate. With advice from Human Resources, interprets and applies various collective agreements for unionized staff, or terms and conditions for non-contract staff. In conjunction with Human Resources, represents the Employer in human resources related matters and determines the disposition of grievances. Ensures an Attendance Management program is in place.
9. Manages human, fiscal, and material resources pertaining to the program inclusive of multiple agency contracts and carries out operational planning/financial management for the program. Develops and monitors budgets.
10. Develops a proactive approach to risk management. Identifies, documents and follows up on risk management and quality issues, ensuring appropriate processes are in place for responding.
11. Participates on and actively contributes to the relevant Quality Councils.
12. Promotes an integrated approach, working with a wide variety of health professionals, businesses and community groups in planning, implementing, promoting and evaluating Island Health programs and services.
13. Supports involvement of people with lived experience in planning, implementation and evaluation of Island Health services. Ensures culturally safe care and voices of Indigenous peoples are fundamentals of initiatives.
14. Maintains own professional competency by review of relevant literature, consultation with relevant experts and participation in other professional development opportunities.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Master's Degree in Public Health, Mental Health and Substance Use or a related health profession and five (5) to seven (7) years' recent experience including specific experience working in the healthcare field and within a community setting. Eligible for registration with the appropriate professional body, if relevant.

Valid BC Driver's License.

Skills And Abilities

- Understanding of current best practice models in public health.
- Ability to foster collaboration and effective working relationships with stakeholders that promote cooperative goals and contribute to an atmosphere of trust and mutual respect.
- Experience managing funding contracts, deliverables and expectations.

- Inspires a shared-vision and aligns goals and objectives for team and individuals to ensure match with strategy while maintaining group cohesiveness, motivation, commitment and effectiveness.
- Maintains a thorough understanding of available resources of assigned projects/services in a manner that is financially responsible and consistent with overall goals of the organization.
- Demonstrates comprehensive understanding of quality improvement methodologies and tools as well as the ability to coach team members and partners in these skills.
- Understanding of innovative knowledge translation strategies, including technology-based communication and learning strategies.
- Demonstrated knowledge of harm reduction, trauma and violence based care, cultural humility and safety.
- Displays comprehensive knowledge of project management principles and methodologies.
- Employs strong facilitation skills.
- Applies superior conflict management skills and expertise to persuade and negotiate effective resolution of issues/disputes.
- Ability to lead, develop, motivate, and support staff.
- Works independently and, with initiative, under time pressures to meet deadlines, balance priorities and resolve problems in a timely manner.
- Utilizes initiative, vision, independent thinking and creative problem-solving abilities to implement project plans and achieve project completion.
- Employs excellent verbal and written communication skills to effectively present information to relevant stakeholders at all levels of the organization and also with community stakeholders.

LEADS in a Caring Environment Framework: <https://www.leadscanada.net/site/framework>