



NON-CONTRACT ROLE DESCRIPTION

JD5138

ROLE TITLE:	Lead, Climate Change & Health	ROLE DESCRIPTION NO.:	5138
DEPARTMENT:	Healthy Communities	HEABC REFERENCE NO.:	18721586
REPORTING TO:	Manager, Healthy Communities	HSCIS CODE:	04099
CLASSIFICATION:	NCEM/Range 8A	JOB CODE:	91468

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.

In accordance with the established vision and values of the organization, the Lead, Climate Change & Health is responsible and accountable for the leadership, planning, implementation, and evaluation of projects that will support ongoing expansion of various climate change and health programs within the Population and Public Health (PPH) Portfolio, Healthy Communities Program. This work will include project management and the development of clear business plans and focused recommendations for public health interventions to assist communities in adaptation to, and mitigation of, health impacts of climate change.

The Lead, Climate Change & Health works collaboratively with internal and external stakeholders and will participate in community engagement with local and regional governments, as well as provincial and federal stakeholders. Ongoing project planning, implementation and evaluation will ensure activities meet the needs of PPH Portfolio, and Island Health broadly, as well as stakeholder and funding partners, and will assist in decision-making, resource allocation and future programming.

DUTIES AND RESPONSIBILITIES:

1. Leads priority projects within the PPH Portfolio, Healthy Communities Program, including planning, coordination, implementation, and evaluation. Liaises with internal stakeholders to ensure project planning aligns with priorities; collaborates and works in partnership with external stakeholders as required. Identifies gaps and makes recommendations to enhance services as appropriate.
2. Leads monitoring and evaluation activities of priority climate and health initiatives in the PPH Portfolio, and makes recommendations for modifications to improve the climate change-related programs. Organizes and maintains an up-to-date database of priority initiatives relating to climate change and health and supports broader organizational initiatives relating to monitoring, evaluation, and reporting.
3. Participates in strategic planning processes related to broader organizational and program-specific areas of responsibility. Provides support to the Manager, Healthy Communities to develop, implement, evaluate, and update service/program specific plans, goals, and objectives, policies and procedures, and related guidelines for the assigned program area(s), ensuring consistency with regional and community objectives and operational plans.
4. Works with external partners to implement cross-organizational projects related to various Island Health and climate change initiatives, together with the Manager, Healthy Communities.
5. Prepares and monitors budget allocation and resources related to external grants and ensures the efficient utilization of financial resources within the objectives, plans, timelines and budgets.

6. Prepares documentation of processes for development of leading and best practices in public health through the community engagement process; shares what is learned, planned and implemented with local, provincial and national audiences by leading teleconference meetings, videoconference meetings, written contributions to publications and conference presentations, together with Manager, Healthy Communities.
7. Liaises with appropriate internal and external stakeholders to develop an inclusive process and ensure that the sharing of information and coordination of activities is maintained; ensures timelines are met for deliverables under grants; prepares reports and briefing notes, and develops communication strategies.
8. Participates as Island Health's representative on local and provincial committees, as appropriate.
9. Participates in evaluative research, initiative planning, and evaluation activities as appropriate, taking an interdisciplinary and consultative approach.
10. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training, and experience equivalent at a minimum, to a Master's degree in a discipline related to Public Health, Environmental Health, sustainability, or climate action. Five (5) years of recent, related experience. Experience in a public health agency at the regional, provincial, or federal level an asset or an equivalent combination of education, training and experience.

Skills And Abilities

- Manage challenging and competing demands within a limited timeframe.
- Creatively plan and promote new program and service delivery models.
- Work collaboratively with and provide leadership to diverse groups and individuals.
- Ensure decisions and program direction support the goals of the organization.
- Excellent interpersonal skills and the ability to communicate clearly and effectively both verbally and in writing, including the ability to facilitate and negotiate.
- Demonstrated program development and evaluation skills.
- Superior writing skills and a proven record of delivering useful reporting and presentations to a variety of stakeholders.
- Ability to organize, coordinate, and prioritize own work.
- Demonstrated analytical and problem-solving skills.
- Ability to work with computer technology and necessary software at an advanced level.
- Physical ability to perform the duties of the position.