

Program Manager, Environmental Health

Requisition ID: 14249

Department: Ottawa Public Health

Service: Ottawa Public Health Dept.

Branch: EnviroHlth & Infectious Diseases Service

Employment Type: 1 Full-time Temporary - Up to 18 months

Work Hours: 35.00 /hours per week

Affiliation: MPE

Salary Information: \$110 927,18 - \$140 291,06 annually (2024 rates of pay)

Location: 100 Constellation, Nepean

City: Ottawa, ON

Job Category: Ottawa Public Health

Application Close: 15/08/2024

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We are committed to an equitable, strategic and inclusive hiring process and support a workforce that reflects the diverse population of Ottawa.

In addition to meeting the requirements of the position, the following are considered assets:

- Member of Indigenous, Black or other racialized community, persons with disabilities, women or other equity-deserving groups
- Experience working with diverse communities and intersecting social identities, such as race, gender identity and expression, sexual orientation, disability, class and religion facing systemic and structural barriers
- Knowledge of community demographics and their needs, systemic challenges and strengths
- Demonstrated understanding of the value of equity, diversity and inclusion in the workplace
- Ability to apply an equity, diversity and inclusion lens to all work, including interactions and internal decision-making processes
- Ability to communicate in a language other than French or English

JOB SUMMARY

You are responsible for the planning, coordinated development, management and implementation of public health activities, programs, services and initiatives consistent with corporate strategic direction and vision, and in accordance with provincial public health standards and legislated requirements, to city-wide populations, targeted geographic subgroups and unique non-geographic subgroups.

You also provide professional leadership and coordination in the planning, implementation and administration of public health policies and programs for an assigned unit, and establish and maintain positive client relationships with internal and external management and stakeholders. In addition, you develop and monitor operating budgets, and manage the human resources of the unit, including hiring, termination, performance management and discipline of staff as necessary.

Public Health content expertise is required in one or more of the following areas (note the specific groupings may change):

- Health Promotion & Disease Prevention: health promotion, policy development & health protection services related to reproductive health, child & youth health, adult and senior health, healthy eating, healthy weights, comprehensive tobacco control, physical activity, cancer screening, health inequities, prevention of injuries & substance use.
- Evidence, Preparedness & Information: population health assessment, research and program evaluation methods, epidemiological principles, public health emergency preparedness & response, and knowledge exchange techniques.
- Infectious Disease Prevention & Control: healthy sexuality, chronic disease prevention, early detection of cancer, injury prevention including substance use prevention and harm reduction, sexually transmitted infections including HIV/AIDS, communicable disease management, including Tuberculosis case management, immunization recording, surveillance & promotion, administration of vaccinations in schools (Hepatitis C, HPV & Meningococcal C) and in community settings (Influenza), provision of vaccines to primary care providers in the community.
- Environment and Health Protection: food safety, dental services, infection control, rabies, safe water, outbreak management, health hazards, personal services, environmental issues and advocacy.

EDUCATION AND EXPERIENCE

Completion of 4 year university degree in Health or equivalent. Nursing degree is required for designated positions.

Minimum of 5 years of experience in Public Health/Community Health practice, preferably in the area of implementing public health programs, including a minimum of 2 years of supervisory/management experience and experience in the management of human resources and/or external contract resources, and management of operating and capital budgets, preferably in a municipal setting.

Master's degree in Health, Education or Business, a professional degree in a specific health discipline, and/or relevant management level work experience in a Public Health Unit may be an asset for specific positions.

CERTIFICATIONS AND LICENCES

Registered Nurse (RN) current with College of Nurses of Ontario for specific positions

KNOWLEDGE

- General knowledge of the City of Ottawa and of corporate and departmental policies and procedures including the development
- Legislation, policies, regulations, guidelines and operational procedures relevant to the operational area including Ontario Public Health Standards and public health legislation, Population & Community health theory and practices, and current principles and practices of Public Health theory and practices
- Contract document preparation, the tendering process and supervision of field services
- Supervisory experience and motivational techniques. Working knowledge of corporate human resource policies, practices and collective agreements related to managing in a unionized environment, including hiring, dismissal, performance management and the grievance procedure
- Financial management practices and budget processes
- Methods used to deal with the media in a professional manner
- Community development and mobilization

- Standards specific to specialty area and public policy development and evaluation methods
- Equipment operation specific to specialty area
- Computer applications, including MS Office,
- Must possess the training, experience and knowledge to organize the work and its performance.
- Must be familiar with all applicable health and safety legislation, have knowledge of any potential or actual danger to health or safety in the work place, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies and procedures.

COMPETENCIES, SKILLS AND ABILITIES

Core Behaviours

Core behaviours define the City's expectations of the behaviours employees should demonstrate in performing their work. They are reflective of the City's culture and values and guide all our present and future activities. Every employee is encouraged to learn, embody, and demonstrate these core behaviours.

Review the [Core Behaviours](#).

Leadership Competencies

The City has defined key competencies that leaders are expected to embody and demonstrate to successfully move the organization towards achieving its strategic objectives and create an organizational culture that supports and empowers employees to excel, grow and reach their full potential. These leadership competencies and associated behaviours are expected to be demonstrated by leaders at all levels of the organization.

Review the [Leadership Competencies](#).

WHAT YOU NEED TO KNOW

- Language Requirement: English oral, reading, writing
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.