

Job Description

Job Title:	Director, Leadership Programs
Job Category:	Director
Reports to:	Executive Director, Healthcare Transformation and Capacity Building

SUMMARY

Recognizing that effective leadership is key to healthcare transformation, the Director, Leadership Programs provides strategic direction and guidance, internally and externally, that promotes and facilitates leadership development in the health sector. They are a member of HEC's Management Committee, and work closely with other committee members, staff, external partners, and subject matter experts to build leadership capacity across the health sector and nurture purposeful networks in their areas of responsibility.

DUTIES & RESPONSIBILITIES

- Oversees HEC's leadership programs, including the EXTRA Executive Training Program, governance education and capacity-building, and mechanisms for building collective action among health leaders, such as the Leaders Forum.
- Provides strategic leadership to identify, design, deliver, and evaluate action-oriented programs, initiatives, and networks that facilitate leadership development in the health sector.
- Works collaboratively with HEC colleagues to connect leaders and embed principles and practices of effective leadership across HEC activities and programs in a consistent and meaningful way.
- Fosters an environment of respect, relationship, and reciprocity that encourages the growth and diversification of HEC's network of healthcare leaders.
- Remains knowledgeable on relevant current and emerging issues, risks, opportunities, and strategies through continuous scanning of evidence, practices, and trends and through regional/provincial/national/international contacts, relationships, and partnerships.
- Advances HEC's strategic goals by aligning the portfolio of programs with the organization's strategic direction.
- Develops and fosters relationships with people with lived experience and relevant national and international partners.
- Works closely with HEC's partners to develop joint strategies and programs to adapt and adopt successful approaches to healthcare challenges.

- Overall accountability for the delivery of programs, including project management, operational planning, financial monitoring, and continuous quality improvement.
- Participates as a member of the extended leadership team, and works closely with other extended leadership team members, senior advisors, internal and external partners, and quality improvement, patient safety, and measurement experts to lead, develop, and deliver programs.
- Provides their Executive Director with strategic advice and a comprehensive understanding and reporting of operational issues related to the activities and initiatives in the portfolio, including opportunities for future activities/programming in alignment with HEC's strategy.
- Provides day-to-day leadership and supervision of staff including overseeing the work and their performance, providing coaching/mentoring, monitoring progress, and providing advice. Nurtures the environment for, and enables, a high performing team.
- Fosters a culture of innovation, inclusion, respect, and impact with better care for everyone
- Manages and maintains the budget, including financial monitoring, forecasting and budget preparation
- Supports the Executive Director, Healthcare Transformation and Capacity Building and other senior staff in preparation for meetings and other public events as required.
- Engages and manages external contractors and/or consultants as required.
- Periodically acts as back-up to the Executive Director, Healthcare Transformation and Capability Building.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Masters' degree in health sciences, health policy, health administration, public health, healthcare delivery, or a related field – or equivalent skills and experience, is required.
- Minimum seven (7) years' experience at a senior level is required, including at least five (5) years in a supervisory/management role, including substantive health services and/or health policy experience, preferably in a healthcare delivery organization and/or health policy environment.
- Recognized subject matter expert and established networks in leadership, governance, and/or capacity building in healthcare required.
- Knowledge and understanding of the Truth and Reconciliation Commission of Canada's Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Owner-Control Access-Possession (or Stewardship) (OCAP/OCAS) and/or other related principles, protocols, policies, and foundational documents is preferred.
- Bilingual in French and English is required (English and French communication at the Advanced "C" level is preferred).

- Demonstrated health sector senior leadership role and/or networks is preferred, as is experience in leading initiatives in a pan-Canadian context.
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Experience in collaborative approaches to engage effectively with people with lived experience (e.g. patients, families, and caregivers) at the organizational and/or health system level is preferred.

SKILLS & COMPETENCIES

- Inclusive leadership style and highly developed people management skills.
- Ability to foster strong internal and external relationships.
- Experience being part of a small dynamic team where you have been doing a lot with a little; you have vision for the future but are excited to roll up your sleeves with your team.
- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: Approximately five (5) direct/indirect reports.

Provides functional advice: Play a leadership role in the design and delivery of HEC programming and thought leadership. Work collaboratively with other Directors to identify synergies among HEC's activities and initiatives. Provide advice/recommendations and action plans to the Executive Director, Healthcare Transformation and Capacity-Building that will maximize the effectiveness and impact of HEC's programming. Provide advice to other Directors to ensure alignment of activities and initiatives across HEC's programming.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels.

External: Establishes and maintains significant contact with partners, affiliated organizations, and other not-for-profit organizations, including health sector leaders and governors. Develops and maintains relationships with healthcare improvement experts and new partners to increase awareness of HEC's improvement initiatives. Represents HEC on relevant national and regional

committees, working groups, etc. and identifies opportunities for future work in this area. Understands the political, financial, and organizational sensitivities related to HEC's partners.

EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. Extensive visual concentration due to computer work. Mental fatigue resulting from focusing and intense concentration.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted and may have to work on urgent issues.