

Job Description

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| Job Title: | Director, Strategic Initiatives & Engagement |
| Job Category: | Director |
| Reports to: | Vice-President, Strategic Initiatives & Engagement |

SUMMARY

The Director, Strategic Initiatives & Engagement provides strategic leadership and vision to the development and delivery of HEC's strategic initiatives, programming, and engagement portfolio. The Director, Strategic Initiatives & Engagement works closely with and for the Vice-President, Strategic Initiatives and Engagement and often acts as their delegate. The Director, Strategic Initiatives & Engagement is a member of the Management Committee, and works closely with other committee members, staff, external partners, and subject matter experts to drive the implementation, adoption and evaluation of proven innovations and effective safety interventions.

DUTIES & RESPONSIBILITIES

- Provides cross cutting leadership and strategic focus to navigate across portfolios; works closely with and represents/acts as VP's backup/designate.
- Provides strategic leadership to identify, design and deliver a suite of activities to improve quality and safety of care within and across health systems.
- Works with their Vice-President to support relevant HEC Board committees (e.g., strategy working group) and the development and ongoing implementation and evaluation of HEC's strategy and partner engagement.
- Leads team(s)/work that identifies, rapidly responds to, and delivers special projects/strategic initiatives to enable evidence-informed decisions and improvement in the organization, funding and/or delivery of healthcare in alignment with HEC's strategy, priority themes and lines of business.
- Works closely with the senior leadership team to lead the development of high priority and often rapid response new HEC programming, as part of HEC's annual operational plan (workplan and budget), to deliver on strategy. Ensures synergies/integration of programs/initiatives/services, activities with Finance, across the organization to maximize effectiveness and impact.
- Nurtures and supports the growth and diversification of the HEC's partnerships and networks to deliver on strategy and expand reach and impact.

- Seeks mission-driven new ventures and partnership opportunities that are responsive to emerging needs.
- Conducts environmental scanning activities to provide input to strategic planning and program delivery.
- Builds platforms and channels to share new knowledge.
- Promotes novel, scalable, and innovative initiatives that have a high probability of measurable impact, within HEC's strategy focus area(s).
- Develops and fosters relationships with national and international partners involved in the development and delivery of HEC's programs.
- Overall accountability for the delivery of programs, including project management, operational planning, financial monitoring (accountability for budgeting and forecasting), 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 Vice-President with strategic advice and a comprehensive understanding and reporting of operational issues related to the activities and initiatives in the portfolio.
- 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 Vice-President, Strategic Initiatives & Engagement, 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 Senior Program Leads in the Strategic Initiatives & Engagement portfolio, directors in the Strategic Initiatives & Engagement portfolio, and the Vice-President, Strategic Initiatives & Engagement.
- Other duties as assigned

EDUCATION & EXPERIENCE

- Masters' degree in health sciences, health policy, health administration, public health, healthcare delivery, or a related field 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.

- Bilingual in French and English is preferred (English communication skills at Advanced “C” level required).
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Demonstrated leadership role in provincial and national large scale quality improvement and patient safety initiatives 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 those sleeves and get in the weeds with your teams.
- 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: Up to 10 direct/ indirect reports.

Provides functional advice: Play a leadership role in the design and delivery of HEC’s strategic development. Work collaboratively with other directors to identify synergies among HEC’s activities and initiatives. Provide advice/recommendations and action plans to the Vice-President, Strategic Initiatives & Engagement 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. Develops and maintains relationships with healthcare

improvement experts and new partners to increase awareness of HEC's improvement initiatives. Represents HEC on relevant national, international, 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.