

POSITION TITLE: VICE PRESIDENT – ENVIRONMENTAL HEALTH DEPARTMENT	POSITION NO.:
DEPARTMENT: Environmental Health Department	PROGRAM AREA:
REPORTS TO: Medical Officer of Health	APPROVED: August 10, 2011 REVIEWED: January 2, 2026

PURPOSE OF POSITION:

Reporting directly to the Medical Officer of Health (MOH)/Chief Executive Officer (CEO), the Vice-President Environmental Health Department is responsible for the strategic leadership, management, and overall performance of the Environmental Health Department in accordance with the health unit's mandate and strategic plan. The Vice-President is responsible for the management, direction, planning, delivery, monitoring, and evaluation of department programs, congruent with professional standards, labour relations requirements, relevant legislation including the Health Protection and Promotion Act, prescribed Regulations and the Ontario Public Health Standards for the following portfolios: Food Safety and Smoke Free Ontario Act (SFOA) Enforcement; Safe Water; Vector-Borne Diseases, Rabies and Zoonotics; Emergency Management and Health Hazards; and Infection Prevention and Control. The Vice-President participates as a member of the Executive Committee in the formulation and implementation of policy and strategic priorities for the health unit; represents the health unit with peers and community groups, agencies, institutions, and professional bodies; and assumes a leadership role in emergency response.

A Vice-President may be assigned an additional executive portfolio, including but not limited to Chief Nursing Officer, Privacy Officer, or Chief Innovation Officer.

POSITION SKILLS & COMPETENCIES REQUIRED:

Education: Master's degree in public health, health care, or related field as determined by the Medical Officer of Health. A Bachelor's Degree (4 year) in Applied Science in Environmental Health, or equivalent AND a Certificate and a member in good standing in Public Health Inspection (Canada) through the Canadian Institute of Public Health Inspectors is preferred and an asset. If a member of a regulated health profession, they are expected to maintain their professional certification, license or registration.

Related Experience: Minimum of 10 years of progressive management experience with at least of two of these years working in a public, not for profit or broader public sector agency. Management experience in Public Health is preferred and considered an asset.

Specific knowledge, skills, abilities:

- Advanced knowledge and demonstrated in-depth knowledge, experience and skills in public health, administration, human resource management, leadership ability and evidence of initiatives contributing to the development of public health.
- Advanced knowledge and demonstrated experience in the theories and principles of public health, including epidemiology, community health planning, health promotion, health protection, enforcement, and program evaluation.
- Advanced knowledge and demonstrated experience in the specialized areas of environmental health.
- Advanced knowledge and demonstrated experience of relevant Federal and Provincial legislation and of professional standards of practice for all the public health disciplines represented in the field of environmental health.
- Advanced communication, facilitation, negotiation, and public relations skills.
- Advanced leadership, team building and human relations skills to direct, develop, motivate, and support a team of multidisciplinary staff in the development and execution of joint programming in accordance with the Ontario Public Health Standards (OPHS), Health Protection and Promotion Act (HPPA) and the agency strategic plan.
- Advanced ability to think strategically, weigh risks and apply sound judgment to decision making.
- Advanced ability to develop the range of partnerships and networks required to meet strategic objectives.

- Advanced ability to identify and guide future direction and solutions and effectively influence others and manage change.
- Advanced orientation to customer service.
- Advanced ability to prepare and supervise the preparation of reports and letters on behalf of the Executive Committee, Medical Officer of Health/CEO and the Board of Health. Write and supervise writing of reports, policy and procedure manuals, proposals, support for projects, letters, and other documents, for release to staff, community groups and individuals.
- Advanced ability to present issues, discuss, recommend, and consider services and agency priorities considering the political environment and resource constraints within Executive Committee and with the Board of Health.
- Advanced ability to oversee extensive literature reviews, monitor legislation, news media and journals and make personal enquiries on many diverse topics to obtain current information to support meeting the objectives of the agency strategic plan, the OPHS and the HPPA.
- Advanced priority setting skills.
- Advanced knowledge about and skill in the direction of program development strategies including risk assessment and management, enforcement, research and development, policy development and advocacy, social marketing, community development, screening, assessment and counselling, health education, support groups and collaborative programs with multiple community partners.
- Posses a valid driver's licence and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit area.
- Must be legally entitled to work in Canada.

KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):

Agency:

- Advises the Medical Officer of Health/CEO on impending and/or current legal actions which may be related to, or impact upon, health unit human/financial resources, public image, community partnerships or any other aspects of health unit business.
- Provides a clear and comprehensive description of the issue and all related technical information to health unit senior management as well as the Board of Health when indicated.
- Collaborates with the Office of the Medical Officer of Health, the Chief Financial Officer (CFO) and the VP of Corporate Services to support health unit legal proceedings including responsibility for drafting legal documents.
- Provides direction to and ongoing support to department managers who may be, in the course of health unit business impacted by such legal action.
- Participates in strategic planning, policy development and decisions, re: efficient operations of the health unit, as a member of the health unit's Executive Committee.
- Provides advice and technical information to health unit senior management, and the Board of Health on effective programs and policies to support the areas of environmental health and protect the health of the community.
- Liaises with other Vice-Presidents to mutually support interdisciplinary program delivery and coordination.
- Conducts regular meetings of departmental management to ensure efficient, effective program operations.
- Reviews public health needs and program delivery issues.
- Liaises with municipal councils as required.
- Ensures orientation, on-boarding, staff development and continuing education activities are available and appropriate for departmental personnel.
- Communicates regularly with the Medical Officer of Health/CEO and/or designate on the status of program operations and annual program plans including budget development and status, human resource allocations, special projects and/or new initiatives.
- Advises the Medical Officer of Health/CEO and/or designate on strategic external developments which may impact on health unit priorities relative to the strategic plan or agency programs.
- Initiates and mobilizes effective linkages with hospitals, community health social services sectors, municipalities, public health units and other government agencies locally, provincially, and nationally as required to support service partnerships.
- Contributes to the development of knowledge and expertise in the field of public health administration by facilitating student education, participating in research, participating in the activities of professional associations.
- Makes strategic decisions, directs and mobilizes staff in emergency situations according to their role in the health unit Incident Management System (IMS) and ensures action is taken to minimize health hazards.

- Assumes roles for key areas in association with declared emergencies and where IMS is called by the Medical Officer of Health/CEO and provide decisive, efficient action to direct and manage that section of the emergency or significant event.
- Directs and implements various corporate effectiveness and strategic planning processes on a service basis; implements effectiveness and efficiency methods and participates in health unit review processes.
- Directs the emergency management portfolio and develops plans, policies, and procedures in association with provincial legislative requirements and program objectives under the Ontario Public Health Standards.
- Participates in union contract negotiations representing employer position and directives, if applicable.
- Leads and facilitates change initiatives and fostering staff/ ownership of the process.
- Provides oversight and direction on application of union contract within department, if applicable.
- Conducts and leads legal consultations regarding human or program issues.
- Responds formally to union contract grievances, if applicable.
- Performs other related duties as required.

Department:

- The VP EHD is responsible for the individual program areas of Food Safety and SFOA Enforcement; Safe Water; Vector-Borne Diseases, Rabies and Zoonotics; Emergency Management and Health.
- Hazards; and Infection Prevention and Control.
- Directs and assures the efficiency and effectiveness of the overall department programs and their various initiatives and applicable staff through the direct management reports of the: Program Manager Food Safety and SFOA Enforcement, Program Manager of Vector borne Disease, Rabies and Zoonotics, Program Manager of Emergency Management and Health Hazards, Program Manager of Safe Water, and Program Manager of Infection Prevention and Control.
- Directs and assures the efficiency and effectiveness of department programs and initiatives through monitoring, evaluation, and continuous quality improvement.
- Assesses and projects staffing requirements to ensure the department is positioned to meet agency needs.
- Directs and ensures that the type and scope of services needed locally and/or required by law are developed and implemented within the mandate, mission, structure, policies, and guiding values of the health unit.
- Prepares necessary reports and makes policy recommendations to ensure effective, efficient operations for presentation to the Medical Officer of Health/CEO and the Board of Health.
- Analyses the impact of municipal, county, provincial and federal policies on the administration of the agency and recommends and develops appropriate actions in response.
- Negotiates with external contacts, vendors, and stakeholders to promote or secure resources and services for major projects or program objectives for the agency and Environmental Health Department.
- Ensures the supervision and performance management, including Performance Evaluation Reviews of all staff within their department, is complete according to policy and provides direction, guidance and mentorship to program managers completing performance evaluations. Reviews each performance evaluation review completed by program managers.
- Directly supervises management staff, consultant staff and executive support staff with full responsibility for hiring requirement, performance management, discipline and dismissal.
- Conducts regular meetings of the department management team to ensure efficient, effective department program operations.
- Directs and ensures that the type and scope of programs needed locally and/or required by law are developed and implemented within the mandate, mission, structure, policies, and guiding values of the health unit and are in congruence with the HPPA and OPHS.
- Directs investigations of major departmental public health matters in association with environmental health programming. Prepares necessary reports and makes policy recommendations to promote and protect health for presentation to the Medical Officer of Health/CEO and the Board of Health.
- Ensures evidence-informed decision-making across the department and in the creation of annual service plans.
- Provides expert current advice on health issues in the community.
- Provides leadership and direction in the community, promoting the well-being of residents, by strategically developing innovative programs for public health service delivery.
- Anticipates and responds to changes in health recommendations, municipal bylaws and provincial agreements or legislation.

- Oversees the development of new programs and programming at office locations or in partnership with community agencies.
- Complex analysis and priority setting, developing, implementing, and evaluating of department programming to adhere to the Ontario Public Health Standards and service agreements with other Ministries (e.g., MECP, OMAFRA, Ministry of Health, MLTC) and agencies.
- Develops and administers a complex operational budget for department to support programs within the department providing justification to the Medical Officer of Health/CEO and Board of Health.
- Analyses the impact of municipal, county, provincial and federal policies on the health of residents and recommends and develops appropriate actions in response.
- Authorizes policies and procedures for the department and directs managers and supervisors on policy and program matters, ensuring consistency with health unit policies.
- Directs the development of advocacy and policy strategies to influence municipal, provincial and federal governments, with emphasis on issues within program mandate. Prepares advocacy letters for the Medical Officer of Health/CEO, Associate Medical Officer(s) of Health and/or Board of Health.
- Represents the health unit on advisory or ministry planning committees. Provides technical expertise to committees and advises on programs and policies.
- Advises program managers and supervisors on project management and clinical/case management issues, and counsels accordingly on complex and difficult cases or situations.
- Directs the creation of memorandum of understandings with community agencies and signs on behalf of the health unit.
- Reviews, edits, and approves request for proposals, funding agreements or grants prior for submission to applicable agency.
- Participates in local and provincial boards and strategic committees providing expertise and strategic judgement on public health matters (Association of Local Public Health Agencies, Public Health Ontario, Association of Supervisors of Public Health Inspectors of Ontario, Canadian Institute of Public Health Inspectors, etc.).
- Provides leadership in the community on public health issues; influencing decision making on issues that affect health status and the delivery of health services.
- Ensures information systems are maintained as required for planning, budgeting, implementing, and monitoring programs.

Material/Financial Resources:

- Creates, coordinates and ensures the department budget is prepared and sufficient for OPHS and strategic planning programming through allocation of fiscal and human resources to program delivery; identifies projected requirements of staff, resources and space based on program and community needs.
- Controls the allocated budget for the department and authorizes purchases and procurement of services in accordance with agency policy.
- Ensures that policies and procedures are in place to manage department programs and services.

Supervision of Staff:

- Directly supervises management staff, consultant staff and executive support staff with full responsibility for hiring requirements, performance management, discipline and dismissal.
- Ensures competent supervision and performance management by department management staff of all other staff in department.

Contributes to Executive Committee and Agency Effectiveness

- Works collaboratively as a member of the health unit Executive Committee.
- Is accountable for the effective functioning of the department.
- Contributes to positive functioning of the executive and department management teams.
- Meets with assigned staff for communication, consultation, and reporting purposes.
- Identifies issues and actively works toward resolution.
- Directs service and program areas in carrying out their program mandates.
- Demonstrates commitment to agency mission statement, vision, values, and strategic directions.
- Participates in the identification of strategic priorities for the agency.
- Ensures the creation, approval and fulfillment of program operational plans for the department.

- Respects and ensures confidentiality in all work performed on behalf of the agency in accordance with appropriate privacy legislation (e.g., Personal Health Information Protection Act (PHIPA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)).
- Demonstrates a strong customer service focus in dealing with both internal and external customers of the health unit.
- Understands the need to become redeployed and/or reassigned as part of the public health response and to take on roles as assigned in agency emergency plans.

CONTACTS & COMMUNICATION:

Internal: Department Vice-Presidents, Program Managers, Agency staff, other departments, Associate Medical Officer(s) of Health/ Medical Officer of Health/CEO, Board of Health, Ontario Nurses' Association, HR Council.

External: Health care professionals, hospitals, long term care homes, Ontario Health at Home, schools, school boards, the public, officials at other agencies, provincial officials: Ministry of Health, Ministry of Long Term Care, Ministry of Labour, Ministry of Agriculture, Food and Agribusiness, Ministry of the Environment, Conservation and Parks, Public Health Ontario; other Ontario and local government agencies, health care coalitions, interest group organizations, municipal staff/officers, legal counsel, court staff, contractors.

RESPONSIBILITY FOR RESOURCES:

Staff: Direct and indirect supervision i.e.: varying numbers of professional and interdisciplinary staff dependent on departmental area.

Financial: Directs, coordinates, and ensures the department budget is prepared. Administers/monitors budget allocation for program/service including grant funding. Develops Request for Proposals, oversees contract negotiations, directs input for contracts, and approves payments for program specific resources. Responsible for authorizing financial transactions as required by policies.

Information: Directly oversees staff responsible for collecting, storing, providing, generating information. Prepares formal reports/presentations/procedures involving detailed information and recommendations for action. Interprets and reinforces agency/department/program policy and legislative requirements regarding information under the custody and control of the health unit including the protection of and access to, confidential, personal, and personal health information. Approves data collection plans.

Materials: Approves purchasing of departmental program materials and resources. Approves newly developed resources for content and quality. Responsible for purchase, storage, and dissemination of product in accordance with relevant legislation and regulation.

Equipment: Manages use, custody, and maintenance of assigned technology.

EFFORT REQUIRED:

Mental: Considerable attention to detail/audio concentration for a significant number of in-person and virtual meetings/telephone conferences; Considerable attention to detail/visual concentration for computer/keyboard, reading/critiquing materials, and data analysis. Extensive and considerable deadlines related to program requirements, timely responses. High volume of work and multiple interruptions. Constant analysis related to data, reports for program planning and evaluation purposes, interpretation of health status information. Priorities shift often due to juggling workload demands, need for planning and change requests from governing ministries. Considerable conflict and crisis management related to team functioning and collaborations with other agencies.

Physical: Lift/move objects involving weight up to 20 pounds (limited). Confined sitting for computer and telephone work; manual dexterity for keyboarding (moderate).

WORKING CONDITIONS SPECIFIC TO POSITION:

Standard office environment applies to the position most of the time i.e.: work in health unit offices and at other office locations including off-site locations. Position requires regular travel (moderate) and involves exposure to adverse conditions when traveling. Limited exposure to health or safety hazards. Work in isolation on a limited basis. Extra hours are required due to general workload demands and evening and weekend meeting commitments in the community (considerable).

I have read the Position Description and understand the duties and responsibilities as assigned.

Position Approvals:

VICE PRESIDENT'S SIGNATURE: _____ **DATE:** _____

Medical Officer of Health /CEO'S SIGNATURE: _____ **DATE:** _____

POSITION HISTORY:

August 10, 2011 – Created.

July 27, 2022 - Executive approved revisions to all Vice President position descriptions to better reflect the specifics for each position.

January 2, 2026 – Updated EHD program names to reflect 2025 agency reorganization, and other minor updates.