

**Internal / External
24-14**

Position:		ACTING PROGRAM MANAGER		Number of Positions:	1
Classification:	TEMPORARY	MANAGEMENT	FTE:	1.0 = 35 HOURS PER WEEK	
Department:	PROGRAM FOUNDATIONS & FINANCE		Program:	POPULATION HEALTH ASSESSMENT, SURVEILLANCE AND EVALUATION	
Location:	BARRIE		Anticipated Date of Hire:	MAY 6, 2024	
Salary Range:	\$66.33 – \$74.35 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO NOVEMBER 29, 2024	
			Posting Date:	APRIL 3, 2024	
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Purpose of Position:					
<p>Reporting to the Vice President, Program Foundations and Finance (PFF), provides expertise in all areas of population health assessment, epidemiology and evaluation to all levels of the agency being Board of Health, Executive Committee members, Office of the Medical Officer of Health, Managers and staff.</p> <p>The Population Health Assessment, Surveillance and Evaluation (PHASE), Program Manager, provides leadership and coordination in the development and implementation of an agency strategy for population health assessment, surveillance and evaluation as described within the OPHS Foundational Standard and the development of accountability systems and processes.</p> <p>Acts as a leader and resource for application of epidemiology and biostatistics and/or evaluation theory reinforcing Agency policy and best practice in relation to this area of technical expertise.</p>					
Responsibilities:					
<p>For a complete overview of the Population Health Assessment, Surveillance and Evaluation (PHASE) Program Manager responsibilities please view our PHASE Program Manager position addendum and the Program Manager position description on the career section of our website.</p>					
Specific knowledge, skills, abilities:					
<ul style="list-style-type: none"> • Demonstrated skills and knowledge of theories and principles of public health programming including epidemiology, community health planning, and program evaluation; • Demonstrated skills and experience of application of systematic inquiry including methodologies and statistical methods; • Demonstrated skills and experience in assessment and analysis; 					

- Demonstrated skills and experience in the application of the principles of health informatics including data collection, processing and analysis;
- Demonstrated skills and experience in computer applications and software packages for conducting both qualitative and quantitative analysis including spreadsheets, statistical packages graphical data presentation software;
- Demonstrated written communications skills and demonstrated experience creating project proposals research articles, technical documents and correspondence to communicate epidemiologic findings to professional audiences, policy makers, and general public;
- Demonstrated skills and experience in project management including the development project proposals, work planning, human resource oversight; budget planning and monitoring; contractor recruitment, selection and oversight; and
- Demonstrated skills and experience facilitating project planning and implementation with groups of staff and community partners.

Education:

- Baccalaureate Degree (4 year) with preparation in public health, or equivalent as determined by the Department Vice President.

Related Experience:

- 5-7 years' experience in public health, or equivalent, with leadership responsibilities with a minimum of 3 of those years practicing as a leader and consultant in the area of assessment, surveillance and evaluation including proven analytical, qualitative, and quantitative research skills and/or epidemiology and biostatistics. Prior management experience preferred.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Masters Degree in Epidemiology, Health Science or Applied Science with an emphasis in population assessment, surveillance and or/evaluation.

Deadline: 4:00 pm, WEDNESDAY, APRIL 10, 2024

If interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #24-14 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Up to date COVID-19 vaccination, as per the SMDHU COVID -19 Vaccination Policy, is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant additional doses based on established eligibility criteria. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.