

**Internal ☒ / External ☒**  
**26-01**

**Position:** **VICE PRESIDENT – ENVIRONMENTAL HEALTH**      **Number of Positions:** **1**

<b>Classification:</b>	FULL-TIME	MANAGEMENT	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	ENVIRONMENTAL HEALTH		<b>Program:</b>	FOOD SAFETY AND SMOKE FREE ONTARIO ACT (SFOA) ENFORCEMENT; SAFE WATER; VECTOR-BORNE DISEASES, RABIES AND ZOO NOTICS; EMERGENCY MANAGEMENT AND HEALTH HAZARDS; AND INFECTION PREVENTION AND CONTROL
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	MARCH 16, 2026
<b>Salary Range:</b>	\$89.05 – \$99.81 HOURLY		<b>Posting Date:</b>	JANUARY 7, 2026
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Existing Vacancy</b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			

### Purpose of Position:

Reporting directly to the Medical Officer of Health/Chief Executive Officer, 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 programs: 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.

### Responsibilities:

For a complete overview of the Vice President Environmental Health position, please access the [link to the Vice President of Environmental Health Position Description](#).

## Specific knowledge, skills, abilities:

- 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.
- Demonstrated knowledge of theories and principles of public health, including epidemiology, community health planning, health promotion, health protection, enforcement, and program evaluation.
- Demonstrated knowledge and experience in the specialized areas of environmental health.
- Demonstrated knowledge and 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.
- Demonstrated communication, facilitation, negotiation, and public relations skills.
- Proven 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.
- Demonstrated ability to think strategically, weigh risks and apply sound judgment to decision making.
- Demonstrated ability to develop the range of partnerships and networks required to meet strategic objectives.
- Demonstrated ability to identify and guide future direction and solutions and effectively influence others and manage change.
- Advanced orientation to customer service.
- Demonstrated 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.
- Demonstrated 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.
- Demonstrated 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.
- Demonstrated ability to set priorities that consider a wide range of variables within a dynamic situation.
- Demonstrated knowledge and skills 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.
- Must possess 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.

## 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 two of these years working in a public, not for profit or broader public sector agency. Management experience in Public Health Agency is preferred and considered an asset.

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

Skills and competencies to fulfil the executive portfolio of [Chief Innovation Officer](#), or interest in this direction of professional growth.

**Deadline: 4:00 pm, TUESDAY, JANUARY 20, 2026**

For further details: refer to the **Vice President – Environmental Health Department** position description.

**For both internal SMDHU applicants and external applicants** interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting **#26-01** 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.**

*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.*