

**Internal / External
26-40**

Position:	PROGRAM MANAGER		Number of Positions:	1
Classification:	FULL-TIME	MANAGEMENT	FTE:	1.0 = 35 HOURS PER WEEK
Existing Vacancy	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Department:	ENVIRONMENTAL HEALTH		Program:	FOOD SAFETY
Location:	BARRIE		Anticipated Date of Hire:	AUGUST 17, 2026
Salary Range:	\$67.66 – \$75.84 HOURLY		Posting Date:	JUNE 17, 2026
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Purpose of Position:

The Program Manager is an integral member of the health unit management team and Agency, providing vision and leadership, and fostering development of knowledge, skills, attitudes, and innovations which support excellence in the delivery of public health programs in the Environmental Health Department including the Food Safety program.

The Program Manager provides leadership in directing and participating in the development, implementation, and evaluation of the Food Safety program, and actively contributes to the achievement of Agency and Departmental goals.

The Program Manager will ensure alignment with relevant provincial standards under the Ontario Public Health Standards in food safety in advancing evidence-informed strategies that address risks to priority populations and emerging environmental health threats such as those posed by climate change and extreme weather events. Responsibilities include management of staff and program resources including budget input/monitoring/reporting; management of the Food Safety program including annual operational planning, program standards review; and ongoing staff development and program improvement.

This position acts as a representative of the Simcoe Muskoka District Health Unit at the local, regional, provincial and national level.

See Program Manager position description for further details on the Program Manager Role.

Responsibilities:

Oversee and manage program staff and program resources, to meet the ongoing and changing needs of the program and the department.

Manage Program area, including annual Operational Planning, Program Standards, Evaluation and Reporting, while ensuring compliance with Ministry guidelines,

Oversee the implementation of food safety management strategies including risk assessment, surveillance, inspection and public education.

Experience using Hedgehog for monitoring and reporting of food safety performance at a staff and program level.

Ensure staff meet professional standards and customer service goals, through staff coaching & development, and encourage and initiate improvements in all areas of environmental health, including timely implementation and effectively managing multiple, complex issues as they arise.

Contribute to overall agency management, promotion, and development. Contribute and participate in the Agency and Department continuous quality improvement and innovation activities

Actively contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Demonstrated understanding of relevant public health legislation, protocols and professional standards;
- Demonstrated knowledge and experience with the application of population health and health promotion principles including advanced skills and experience in program planning, implementation and evaluation;
- Demonstrated leadership skills including team building and creative problem-solving, and proven resource and program management skills;
- Demonstrated risk assessment critical thinking skills, diplomacy and political astuteness;
- Demonstrated ability to model, support and serve as a mentor for skills development with assigned staff;
- Demonstrated ability to performance manage assigned staff
- Demonstrated ability to work collaboratively with all health unit staff, managers and community partners;
- Demonstrated interpersonal communication skills including negotiation, collaboration, facilitation, consultative and conflict management skills;
- Demonstrated oral communications skills and demonstrated experience in presenting information to individuals and groups for the purpose of setting priorities, accessing resources, defining policy and procedure and influencing program or agency direction;
- Demonstrated written communications skills and demonstrated experience creating project proposals, research articles, technical documents and correspondence to communicate to professional audiences, policy makers, and the general public;
- Demonstrated time management and organizational skills, results-oriented, and ability to meet deadlines;
- Experience in project management, including planning, execution and delivery.
- Demonstrated fiscal responsibility for managing public funds.

Education:

Baccalaureate Degree (4 year) with preparation in environmental public health, or equivalent as determined by the Department Vice President, AND Certified Public Health Inspector.

Related Experience:

- 5 – 7 years' experience in public health, or related field, with leadership responsibilities.

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

- Prior management experience,
- Completion of Master's Degree in Public Health, Health Care, or related field,
- Membership with the Canadian Institute of Public Health Inspectors (CIPHI).

Deadline: 4:00 pm, TUESDAY, JUNE 30, 2026

For further details: refer to the **Program Manager** position description.

If interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #26-40 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.