



**Niagara Ontario Health Team - Equipe Santé Ontario Niagara
(NOHT-ÉSON)**

Executive Director (1 vacancy)

Job Title: NOHT-ÉSON Executive Director
Location: Niagara; remote work opportunity; strong preference for Niagara Based Applicants
Hours of Work: Full-time, Monday to Friday
Annual Rate: \$135 000 +
Reports To: Planning Table Co-Leads
Posting Period: January 17, 2025 – January 31, 2025.
Start Date: ASAP *** This is a temporary fixed term contract ending March 31, 2027.

Note: Secondment opportunity available

Submit resume with cover letter to hr@noht-eson.ca no later than January 31, 2025 at 4pm.

VISION	Healthy together. Exceptional, connected care, now and for future generations.
MISSION	To work as one coordinated team to provide service, support, and care, no matter when or where you need it.
VALUES	<p>Respect – We honour the feelings, wishes, rights, and traditions of all. We are driven by empathy and are committed to providing culturally safe and appropriate care.</p> <p>Equity – We are committed to reducing barriers to access and achieving inclusive healthcare for all.</p> <p>Integrity – We will conduct ourselves consistently with honesty and make ethical decisions that are worthy of trust.</p> <p>Accountability – We are responsible for our actions, behaviours, performance, and decisions.</p> <p>Engagement – We will inform, include, and partner with our interested and affected parties in health and community social service planning and decision-making.</p>

Position Summary

The Executive Director will be responsible for operationalizing and implementing the NOHT-ÉSON strategy, by coordinating and supporting all aspects of the development, implementation and growth of the OHT. Reporting to the NOHT-ÉSON Planning Table Co-Leads, this position will provide operational and project management support to all of the NOHT-ÉSON initiatives.

The ideal candidate will be an experienced, enthusiastic self-starter who is comfortable navigating ambiguity and creating the structure necessary for successful planning and implementation of initiatives, even if impacted by short timelines and ever evolving or changing priorities. Likewise, the successful candidate will be an excellent communicator who is able to work effectively with a diverse group of NOHT-ÉSON members and partners, as well as other key interested and affected parties.

Education and Training

- Master's degree in Healthcare or Business Administration, Public Health or another related field, or Bachelor's degree with relevant experience.
- Project management designation/certification required.
- Preference will be given to an individual who is Bilingual (French and English) – both oral and written.
- Current police record check.
- Valid Ontario driver's license and insurance.

Knowledge and Experience

- Minimum of 5 years', preferable 10 years', progressive leadership experience preferably in a healthcare setting or related environment, working with dynamic and diverse teams and managing large scale projects and workplans.
- Experience developing and/or executing "big picture" strategic plans.
- Experience and knowledge of current project management and continuous quality improvement methodologies and tools.
- Experience with developing and managing budgeting and reporting of financial and other key metrics.
- Strong understanding of health equity frameworks, and the Quintuple Aim.
- Supervisory or managerial experience leading, engaging and coaching team members.
- Strong knowledge of Ontario Health Teams as well as an understanding of the services provided by the various NOHT-ÉSON partners.
- A proven awareness of the legislative framework pertaining to French language services in Ontario, and how it pertains to NOHT-ÉSON work.
- Demonstrated knowledge of or experience working with First Nations, Metis or Inuit Communities including the diversities amongst First Nations, Inuit and Métis communities, cultures, and histories.
- Previous experience with and/or knowledge of a consensus decision-making model.
- Familiarity and/or experience with engagement-at-large, specifically IAP2.
- Committed to a culture of equity, diversity, inclusion and anti-racism.

Skills and Abilities

- Strong written and verbal communication and interpersonal skills.
- Proven ability to develop and foster strong relationships with interested and affected parties including building strategic relationships with working groups and networks (both internal and external), team members, community partners, professional organizations, clients and other interested and affected parties.
- Superior analytical and problem-solving abilities.
- Proven ability to build consensus, focus and facilitate discussions.
- Excellent working knowledge of computer applications, including; Microsoft Office Programs, Adobe Acrobat Pro, and Outlook.
- Ability to work flexibly within a fast paced, changing environment with multiple tasks and reporting requirements and tight timelines.
- Ability to take risks with an innovative, solution-focused mindset, and the ability to inspire and motivate others to embrace change.
- Excellent organizational and time management skills, with a sense of urgency and the ability to prioritize deadlines of various concurrent projects.

- Ability to work independently and within a team.
- Ability to support and promote change for a new organizational culture and vision.

Duties and Responsibilities

Ensure inclusion of lived experience, Indigenous and Francophone voices and experiences are identified and expressed in all work.

- Provide leadership, portfolio and project management support to the development and implementation of the strategic plan ensuring that it aligns with the vision, mission and values of the NOHT-ÉSON. This includes evaluating the NOHT-ÉSON's overall performance and collaborating with the Planning Table and interested and affected parties to resolve any barriers.
- Oversee daily operations of the NOHT-ÉSON, providing executive direction for program strategies and efficiencies, compliance, and quality assurance.
- Monitor integrated workplans, resources and workflows on a variety of priorities and change initiatives, being aware of timelines work plan interdependencies and reporting requirements.
- Coordinate comprehensive project workflows from start to finish, including scope development, timelines, leading project teams, driving the planning and implementation of projects and gaining necessary interested and affected parties' input.
- Ensure all project plans are in line with NOHT-ÉSON key initiatives, vision, and guiding principles and are carried out in keeping with MOH guidelines; all documentation is maintained appropriately for each project.
- Perform financial responsibilities such as defining, monitoring and reporting on the OHT budget.
- Identifying funding opportunities for the NOHT-ÉSON and formulating strategies to take advantage of them.
- Perform quality management responsibilities including conducting on-going monitoring of quality indicators.
- Identify and address staffing requirements for efficient operations, and maintain a strong work culture that attracts and retains people
- Supervising the performance, activities and workload of the NOHT-ÉSON employees, including providing leadership, delegating responsibilities and fostering engagement.
- Developing strategic partnerships and relationships in the community for the growth of the NOHT-ÉSON.
- Identify and manage risks, including ensuring ongoing risk tracking and management and providing direction on risk mitigation strategies.
- Work closely with the Planning Table, the Planning Table and Working Group Co-Leads to assess and address issues/challenges.
- Act as the key point of communication for NOHT-ÉSON working groups, proactively communicating project information and updates regularly to the NOHT-ÉSON Planning Table and all interested and affected parties, ensuring the continuity of relationships, information exchange and for planning, implementation and operations.
- Assists with strategic and long-term planning activities based on research and analysis of data and initiatives, community needs, provincial initiatives, funding deliverables and legislative requirements.
- Increase awareness of the NOHT-ÉSON by being a spokesperson and liaison; Represent the NOHT-ÉSON at special events.
- Other duties as assigned.

The NOHT-ÉSON recognizes and values the diversity of Ontario. We strive for a collaborative culture and are an equal opportunity employer, welcoming and encouraging qualified applicants

from Niagara and surrounding communities, of all ages, gender identities, cultural, racial, ethnic and religious backgrounds, sexual orientations and abilities to apply. We are committed to creating and promoting an inclusive, barrier-free and accessible environment.

If you have been contacted for an interview and require accommodation to ensure equal participation, please advise us what you may require in respect to materials or processes to ensure we can meet your needs.