

Job Description

Job Title:	Director, Strategic Initiatives
Job Category:	Director
Reports to:	Vice-President, Strategic Initiatives & Programs

SUMMARY

The Director, Strategic Initiatives provides strategic leadership and vision to the development and delivery of initiatives that contribute to HEC's strategy, including the identification, spread, and scale of proven innovations. The Director, Strategic Initiatives is a member of the Management Committee, and works closely with other committee members, staff, external partners, and subject matter experts to drive programming in alignment with HEC's strategic focus areas.

DUTIES & RESPONSIBILITIES

- Provides strategic leadership to identify, design, deliver, and evaluate a suite of evidence-informed activities and programs to improve quality and safety of care within and across health systems in alignment with HEC's strategy.
- Leads team(s)/work that identifies, responds to, and delivers special projects/strategic initiatives to enable evidence-informed decisions and improvement in the organization, funding and/or delivery of healthcare in alignment with HEC's strategy, priority themes and lines of business.
- Works closely with the senior leadership team to lead the development and resourcing of high priority new HEC programming, as part of HEC's annual operational plan (workplan and budget), to deliver on strategy.
- Ensures synergies/integration of programs/initiatives/services, activities with Finance, across the organization to maximize effectiveness and impact.
- Nurtures and supports the growth and diversification of the HEC's partnerships and networks to deliver on strategy and expand reach and impact.
- Conducts environmental scanning activities to provide input to strategic planning and program delivery.
- Promotes novel, scalable, and innovative initiatives that have a high probability of measurable impact.
- Seeks mission-driven new ventures and partnership opportunities that are responsive to emerging needs.

- Develops and fosters relationships with national and international partners involved in the development, resourcing, and delivery of HEC's programs. Works with HEC's partners to develop joint strategies and programs/initiatives to adapt and adopt successful approaches to healthcare challenges.
- Has overall accountability for the delivery of programs within a specific portfolio, including project management, operational planning, financial monitoring (accountability for budgeting and forecasting), and continuous quality improvement.
- Participates as a member of the extended leadership team, and works closely with other extended leadership team members, senior advisors, internal and external partners, and quality improvement, patient safety, and measurement experts to lead, develop and deliver programs.
- Provides the Vice-President, Strategic Initiatives & Programs with strategic advice and a comprehensive understanding and reporting of operational issues related to the activities and initiatives in the portfolio.
- Provides day-to-day leadership and supervision of staff including overseeing the work and their performance, providing coaching/mentoring, monitoring progress, and providing advice. Nurtures the environment for, and enables, a high performing team.
- Fosters a culture of innovation, inclusion, respect, and impact with better care for everyone.
- Manages and maintains the budget, including financial monitoring, forecasting and budget preparation.
- Supports the Vice-President, Strategic Initiatives & Programs, and other senior staff in preparation for meetings and other public events as required.
- Engages and manages external contractors and/or consultants as required.
- Periodically acts as back-up to Senior Program Leads in this portfolio, directors in the Strategic Initiatives & Programs portfolio, and the Vice-President, Strategic Initiatives & Programs.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Masters' degree in health sciences, health policy, health administration, public health, healthcare delivery, or a related field or equivalent knowledge and experience is required.

- Minimum seven (7) years' experience at a senior level is required, including at least five (5) years in a supervisory/management role, with substantive health services and/or health policy experience, preferably within a healthcare delivery organization and/or health policy environment.
- Established understanding of, and relationships with leaders in francophone health care communities in Canada preferred.
- Bilingualism in French and English is required (Advanced "C" level in both languages).
- Advanced computer software skills in Microsoft Office suite and virtual environment are required.
- Demonstrated leadership role in provincial/territorial and national large scale quality improvement and patient safety initiatives is preferred.

SKILLS & COMPETENCIES

- Inclusive leadership style and highly developed people management skills.
- Ability to foster strong internal and external relationships.
- Experience being part of a small dynamic team where you have been doing a lot with a little; you have vision for the future and are excited to roll up those sleeves and get in the weeds with your teams.
- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.

MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: Up to 15 direct/ indirect reports.

Provides functional advice: Play a leadership role in the design and delivery of HEC's strategic development. Work collaboratively with other directors to identify synergies among HEC's activities and initiatives. Provide advice/recommendations and action plans to the Vice-President, Strategic Initiatives & Programs that will maximize the effectiveness and impact of

HEC's programming. Provide advice to other directors to ensure alignment of activities and initiatives across HEC's programming.

CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels.

External: Establishes and maintains significant contact with partners, affiliated organizations, and other not-for-profit organizations. Develops and maintains relationships with healthcare improvement experts and new partners to increase awareness of HEC's improvement initiatives. Represents HEC on relevant national, international, and regional committees; working groups; etc. and identifies opportunities for future work in this area. Understands the political, financial, and organizational sensitivities related to HEC's

partners.

EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. Extensive visual concentration due to computer work. Mental fatigue resulting from focusing and intense concentration.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted and may have to work on urgent issues.