

Schedule A: Job Description

JOB TITLE:	Senior Consultant, LHIN Collaborative
DATE:	December 2011
REPORTS TO (<i>job title</i>):	Senior Director, LHINC
LOCATION:	Toronto

BACKGROUND:

The Local Health Integration Networks (LHINs) were established by the Government of Ontario as community-based organizations to plan, co-ordinate, integrate and fund health care services at the local level. The LHINs work with the Ontario government, local health service providers, community agencies, residents and others to ensure a well coordinated system of health services.

The Local Health Integration Network Collaborative (LHINC) was established in 2009 to strengthen relationships among health service providers, associations and the LHINs, and to support system alignment. In 2012 LHINC is taking on an expanded mandate to provide greater operational and strategic support for pan-LHIN activities

PRIMARY PURPOSE:

This position reports directly to the Senior Director, LHINC and is accountable for results and performance of projects and other activities within a defined portfolio. The incumbent is also accountable for the effective engagement of LHINs and health service providers (HSPs) in LHINC projects and priorities; and establishing and maintaining effective relations and communications with key stakeholders including LHINs, HSPs and the Ontario Ministry of Health and Long-Term Care (MOHLTC).

KEY ACCOUNTABILITIES:

1. Oversees projects within portfolio and the effective use of a project management framework to ensure that deliverables are clear and projects are delivered on time and on budget.
2. Manages projects that are of a complex nature. Ensures the development and implementation of project plans, project charters, project team structures, risk mitigation strategies, change and communications plans, and processes and tools for the effective management and execution of projects within the portfolio.
3. Coaches and oversees the work, workload and performance of other team members who have the responsibility of leading projects or segments of larger, more complex projects.
4. Oversee or undertakes research to identify relevant studies, data and other information to be considered in projects and activities within portfolio. Identifies and consults with experts. Oversees the analysis or analyses research findings and expert advice to determine relevancy and applicability to work that is being undertaken and develop advice and recommendations to the ED, LHINC Committees or Council.
5. Builds and manages stakeholder relations including communications with LHINs and other stakeholders. Develops, implements and evaluates effective strategies and operational plans for stakeholder engagement in projects and activities within portfolio.

6. Serves as a key contact for stakeholders on project and activities within portfolio. Maintains effective liaison with LHIN Committee leadership and members, and stakeholders.
7. Co-ordinates, monitors and supports the work of executive working groups, pan-LHIN committees and other activities as required. Provides or oversees the provision of meeting support including terms of reference, project work plans, communication to a variety of stakeholders. Works with others within the branch to ensure the effective provision of administrative support, including meeting schedules, preparation and distribution of documents, arranging meetings, and drafting meeting agendas and minutes.
8. Provides leadership and guidance to staff and external consultants; supervises, coaches and effectively manages the work, workload and performance of staff.
9. Accurately and effectively develops budgets and manages and monitors approved budgets for projects and activities within portfolio.
10. Monitors, evaluates and reports on portfolio activities, deliverables and performance objectives set by the ED or LHINC Council to ensure all are met within established timelines.
11. Provides advice and recommendations, contributes to and informs the development of LHINC priorities, and participates in the identification, planning and implementation of activities and projects at the LHINC.

POSITION REQUIREMENTS:

Education:

- Master's degree in health administration or related field, or equivalent education and experience.

Experience:

- Eight plus years of related experience, including experience working with stakeholders at various levels within the health care environment.
- Understanding of LHINs' mandate and their role within the broader health system.
- Demonstrated understanding of broader trends in health policy and health system change.
- Management experience, preferably in complex and dynamic health care environments in the public and/or private sectors.
- Excellent project management skills and demonstrated experience managing multiple projects and achieving results.
- Ability to work effectively in a complex governance and stakeholder environment.
- Strong communications skills, both written and oral.
- Demonstrated leadership in facilitation and negotiation with multiple stakeholders and service providers.
- Excellent interpersonal skills and experience in addressing sensitive issues and in problem solving.

- Experience with a variety of computer based tools, including project management, analytical, writing and presentation tools.
- Critical thinker – able to determine what is relevant and implications of findings/analysis, resolution to issues, advice, recommendations and decisions on LHINs, health service providers, the MOHLTC and LHINC.
- Fostering trust, respect and an atmosphere of open and honest collaboration among all stakeholders involved in LHINC.
- Ability to meet occasional travel requirements.
- Fluency in French is an asset.

Please send resume and cover letter to TCLHIN.Jobs@lhins.on.ca

