

Simcoe Muskoka District Health Unit

## POSITION DESCRIPTION ADDENDUM

**For the purpose of describing Program/Function Specific position highlights only**  
**Refer to the Generic Position Description for the full position details and requirements**

**POSITION TITLE:** Program Manager – Population Health Assessment, Surveillance and Evaluation (DRAFT)

**POSITION NUMBER:**

**DEPARTMENT:** Program Foundations and Finance

**PROGRAM AREA:** Population Health Assessment, Surveillance and Evaluation

**REPORTS TO:** Vice President – Program Foundations and Finance

**REVIEW DATE:** October 31, 2012

### **PURPOSE OF POSITION:**

The Program Manager – Population Health Assessment, Surveillance and Evaluation

- Provides leadership and coordination in the development and implementation of an agency strategy for population health assessment, surveillance and evaluation as described within the OPHS Foundational Standard and the development of accountability systems and processes.
- Acts as a leader for application of epidemiology and biostatistics and/or evaluation theory reinforcing Agency policy and best practice in relation to this area of technical expertise.

### **PROGRAM SPECIFIC SKILLS & COMPETENCIES REQUIRED:**

**Education:** Baccalaureate Degree (4 year) with preparation in public health, or equivalent as determined by the Department Vice President . Masters Degree in Epidemiology, Biostatistics, Health Science or Applied Science with an emphasis in population assessment, surveillance and/or evaluation is preferred.

**Related Experience:** 5-7 years' experience in public health, or equivalent, with leadership responsibilities with a minimum of 3 of those years practicing as a leader in the area of assessment, surveillance and evaluation including proven analytical, qualitative, and quantitative research skills and/or epidemiology and biostatistics.

- Advanced skills and knowledge of theories and principles of public health programming including epidemiology, community health planning, and program evaluation
- Advanced skills and demonstrated experience of application of systematic inquiry including methodologies and statistical methods
- Advanced skills and demonstrated experience in assessment and analysis
- Advanced skills and demonstrated experience in the application of the principles of health informatics including data collection, processing and analysis
- Advanced skills and demonstrated experience in computer applications and software packages for conducting both qualitative and quantitative analysis including spreadsheets, statistical packages graphical data presentation software
- Advanced written communications skills and demonstrated experience creating project proposals research articles, technical documents and correspondence to communicate epidemiologic findings to professional audiences, policy makers, and general public
- Advanced skills and demonstrated experience in project management including the development project proposals, work planning, human resource oversight; budget planning and monitoring; contractor recruitment, selection and oversight
- Advanced skills and demonstrated experience facilitating project planning and implementation with groups of staff and community partners

<p><b>PROGRAM SPECIFIC RESPONSIBILITY (ACCOUNTABILITY)</b></p> <p>Liase and consults with the MOH, Senior Management and Program Managers to ensure health status information and activities address program needs and priorities and to mutually support interdisciplinary program planning, delivery and coordination</p> <p>Initiate and mobilize effective linkages with hospital, community health and social service sectors in order to establish and enhance partnerships in the collection, use and dissemination of health status information</p> <p>Provide leadership and technical direction to health unit senior management and the Board of Health on strategies and policies to ensure effective and appropriate health status information collection, analysis and interpretation</p> <p>Provides leadership and coordination in the development and implementation of an agency strategy for population health assessment, surveillance and evaluation as described within the OPHS Foundational Standard</p> <p>Provides leadership and coordination in the development of systems and processes for agency accountability including performance management and quality monitoring and reporting. Establishes and reinforces Agency policy and best practice in relation to this area of technical expertise.</p> <p>Oversees the provision of library services and ensure the terms and conditions of the shared library services partnership are met.</p>
<p><b>RESPONSIBILITY FOR RESOURCES:</b></p> <p><b>Staff:</b> Cross functional team of Epidemiologists, Evaluation Specialists, Research Analysts, Librarian</p> <p><b>Financial:</b></p> <p><b>Information:</b></p> <p><b>Materials and Equipment:</b></p>
<p><b>EFFORT REQUIRED</b></p> <p><b>Mental</b></p>
<p><b>WORKING CONDITIONS SPECIFIC TO POSTION:</b></p>

Simcoe Muskoka District Health Unit, **POSITION DESCRIPTION ADDENDUM**  
**POSITION TITLE – Program Manager Population Health Assessment Surveillance and**  
**Evaluation**

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**VICE PRESIDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Vice President Program Foundations  
and Finance

**MOH/CEO SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_