

## POSITION DESCRIPTION

|  |                    |                                 |               |
|--|--------------------|---------------------------------|---------------|
| <b>POSITION TITLE:</b>                 | Executive Director | <b>DEPARTMENT:</b>              | Executive     |
| <b>LOCATION:</b>                       | Northgate          | <b>CLASSIFICATION LEVEL:</b>    | N/A           |
| <b>REPORTS TO:</b><br>(Position Title) | Board of Directors | <b>DATE OF POSITION REVIEW:</b> | February 2019 |
| <b>EMPLOYEE NAME:</b>                  |                    |                                 |               |

| PURPOSE   |
|---|
| <p>The Executive Director is the senior executive for the Edmonton North Primary Care Network (PCN) and is responsible for overseeing all administrative and operational activities of the PCN as well as the member physician's not for profit corporation (the Edmonton North Primary Care Group (ENPC Group)).</p> <p>The overall role of the Executive Director is to lead the direction set by the Board of Directors and Joint Venture Governance Committee (JVGC), ensure the implementation of the PCN's business plan and oversight of the PCN's daily operations.</p> <p>This role is accountable to the members of the ENPC Group and reports directly to their Board of Directors, through the President, and to the members of the JVGC.</p> |

| KEY ACCOUNTABILITIES   |
|--|
| <p>The specific responsibilities of the <b>Executive Director</b> include, but are not limited to:</p> <p><b><u>Leadership &amp; Strategic Development:</u></b></p> <ul style="list-style-type: none"> <li>• Help define the purpose and vision of the PCN with the Board and JVGC. Then implement, and communicate it, within the organization ensuring all programs and services link, and support, the purpose of the PCN</li> <li>• Support the work of the Board and JVGC to help them achieve their purpose of effective oversight of the PCN providing strategic options, sound advice, briefings and recommendations</li> <li>• Proactive in policy and program development making recommendations in areas of opportunity and continuous improvement</li> <li>• Remain grounded in the present (next one to two years), but keep the focus further out (five years); continually strive to achieve the objective of being the PCN that sets the standard for all others in the province</li> <li>• Help orient the Board and assist to lead the strategic planning process; guide and oversee the development of subsequent business plans</li> </ul> <p><b><u>Business Development &amp; Implementation:</u></b></p> <ul style="list-style-type: none"> <li>• Implement the business plan and the direction provided by the Board and JVGC</li> <li>• Ensure a fluid and dynamic organization is in place to react to the priority needs of its physician members and key stakeholders</li> <li>• Ensure appropriate and effective evaluation is done on all key programs of the PCN so value is assessed on a tangible, quantitative basis; ensure an evidence-based culture is maintained</li> <li>• Develop policy, procedures and practices that support and ensure effective organizational management and program delivery</li> <li>• Participate and support all committees of the board as appropriate</li> <li>• Ensure a continuous improvement culture exists with quality assurance and risk management strategies in place to guide and protect PCN operations</li> <li>• Adhere to applicable legislation including, but not limited to, the Health Information Act, Freedom of Information Act, Occupational Health and Safety and the Employment Standards Code. Act as, or ensure appropriate delegation for the role of, Privacy Officer for the PCN</li> <li>• Anticipate, identify and work to minimize risk to the organization</li> <li>• Address stakeholder issues and concerns</li> <li>• Ensure all external and financial reporting requirements to key stakeholders are met (Alberta Health, Alberta Health Services, etc.)</li> </ul> |

## POSITION DESCRIPTION

### KEY ACCOUNTABILITIES

#### **Human Resource Management:**

- Uphold and model the core values of the PCN
- Build a high performance senior management team as well as a strong overall team; ensure a culture of effective collaboration throughout the organization
- Delegate responsibility, with appropriate oversight and accountability, for day-to-day operation of the company to the management team
- Cultivate a learning culture and one that utilizes the strengths of each individual as much as possible
- Strive for high retention and low turnover
- Oversight of appropriate effective disciplinary and termination processes
- Ensure that relevant policies, procedures, guidelines and benefits are in place to ensure staff are treated fairly, with dignity and respect at all times
- Coach and mentor direct reports, providing regular and consistent feedback as well as conducting an annual performance review; define and support succession planning for all leadership roles

#### **Financial & Legal Management:**

- Ensure a strong and well managed financial system with appropriate controls is in place; continuously improve the PCN's financial management in accordance with the approved budget, including associated policies and procedures (spending authority, payment processes, movement of funds, etc.) as well as a strong, respectful relationship with the auditors
- Ensure all resources are managed appropriately, prudently and responsibly as well as ensuring appropriate cash flow and any investments
- Act ethically in all financial matters ensuring public trust is never jeopardized, particularly with regards to any payments made to the Executive Director (i.e. ensuring appropriate supporting documentation and approvals are in place in all circumstances)
- Complete, and manage, all grant applications with Alberta Health (AH) and look for additional, appropriate sources of funding
- Ensure that appropriate insurance and security measures are in place to protect the PCN from liability and theft
- Liaise legal counsel to ensure that all legal issues are identified and addressed as necessary (contract development, due process, corporation resolutions, human resource concerns, etc.)

#### **Communication & Advocacy:**

- Ensure communication with member physicians is consistent, effective, relevant and appropriate
- Ensure that appropriate and effective communication is in place with other key stakeholders such as Alberta Health Services (AHS), the PCN Program Management Office (PMO), AH, community partners and all external communication to the general public
- Promote the success and value of the PCN to major decision makers and stakeholders including Members of the Legislative Assembly (MLAs) and other government officials and public servants, and so on
- Represent the PCN where appropriate and advocate on its behalf when necessary (particularly with stakeholders in AH, AHS and the AMA)

#### **Collaboration and Integration:**

- Member of the Rundle Health Advisory Committee
- Enhance relationships with stakeholders and influencers, particularly with others in the health and wellness sector in Edmonton
- Participate as non-voting member of the Edmonton Zone PCN Committee; take on an appropriate share of the workload on various working groups
- Participate as voting member of the Edmonton Zone Pan PCN Steering Committee; take on an appropriate share of the workload
- Member of the Network of Executive Directors (provincial association)
- As time allows, volunteer to represent the PCN, EDs, and/or the EZ on various provincial committees

### KEY RELATIONSHIPS

- This role has six (6) direct reports and a number of reporting relationships with various consultants/contractors
- This role is accountable to the members of the ENPC Group and reports directly to their Board of Directors, through the President and Chair, and indirectly to the members of the JVGC

## POSITION DESCRIPTION

| QUALIFICATIONS & EXPERTISE   |
|--|
| <p><b>Education</b></p> <ul style="list-style-type: none"> <li>Postgraduate degree required, preferably in business, health or public policy. Accounting designation is an asset.</li> </ul>   |
| <p><b>Professional Experience</b></p> <ul style="list-style-type: none"> <li>Minimum of five to seven years' experience in senior roles with increasing levels of responsibility; previous experience as an Executive Director is a significant asset</li> <li>Proven management and team development skills</li> <li>Experience working with a Board of Directors</li> <li>Experience in strategic planning and translating vision into action</li> <li>Experience in writing and implementing business plan</li> <li>Demonstrated experience with operations, (contracting/purchasing, leases, staffing, accounting/finance, etc.) and program development</li> <li>Ability to work effectively with multiple, and diverse, stakeholders</li> <li>Evaluation/measurement/benchmarking experience an asset</li> <li>Experience in the healthcare industry an asset</li> </ul> |
| <p><b>Personal Competencies</b></p> <ul style="list-style-type: none"> <li>Excellent communication skills, both written and verbal</li> <li>Ability to maintain a high level of confidentiality</li> <li>Maintain high level of integrity and ethical standards</li> <li>Strong interpersonal skills with the proven ability to interact effectively with both physicians and employees at all levels in the organization</li> <li>Comfortable with public speaking and strong presentation skills</li> <li>Ability and willingness to occasionally travel for work</li> <li>Excellent organizational and planning skills to set and exceed established goals, schedules and deadlines required</li> </ul>   |

| SPECIAL CONSIDERATIONS |   |
|------------------------|---|
| Work Environment:      | Office setting  |
| Physical Demands:      | Minimal physical activity   |
| Hours of Work:         | Full time; early morning, late evening, or weekend meetings are required  |
| Type of Position:      | Permanent, salaried   |
| Other:                 | As it is necessary to meet with physicians and other key stakeholders off-site periodically, a valid driver's license and vehicle is required |

| ACKNOWLEDGEMENT                 |           |      |
|---------------------------------|-----------|------|
| Name                            | Signature | Date |
| Employee                        |           |      |
| President or Chair of the Board |           |      |
| Human Resources                 |           |      |