



Chief Administrative Officer Hamilton Health Sciences

Hamilton Health Sciences (HHS) is seeking an outstanding individual with proven administrative experience, strong leadership skills, ability to build strong relationships and lead transformations in care delivery.

At Hamilton Health Sciences, you are joining an organization whose sole purpose is to help ensure the health of the communities we serve. The nearly 18,000 staff, physicians, researchers and volunteers at HHS share a single-minded focus on providing the **"Best Care For All"**. Working at HHS, you become part of a world-renowned team of leaders, health professionals and researchers working together to make significant advancements in medical care. Hamilton Health Sciences presents outstanding opportunities for enhancement of your knowledge and skills.

As a member of the Senior Leadership Team, reporting to the President & Chief Executive Officer, the Chief Administrative Officer (CAO) has a mandate to strategically plan and direct the overall management of HHS' finances and a broad range of clinical support and administrative functions. The CAO is accountable for the financial strategy and budgetary planning outcomes of the organization, including the academic research program, ensuring alignment with the CEO, Board of Directors, and broader senior leadership team. The CAO champions continuous quality improvement and care transformation across the health system.

Key areas of accountability include all corporate and administrative functions for the organization, including finance, capital development/redevelopment, procurement, health information technology services, legal and privacy affairs and services including environmental services, portering, logistics and supply chain, nutrition services, facilities and maintenance, security services and parking services.

Academic preparation for this key senior leadership role includes an undergraduate Degree in Accounting, Finance, Business or a related field, as well as a Master's Degree in business/health administration. A CPA designation, while preferred, is not essential. A Certified Health Executive (CHE) an asset. As critical, the new CAO will bring their fifteen plus (15+) years, progressive leadership experience, gained in large, complex health care and other highly regulated organizations. In addition, they will possess extensive depth and breadth of experience leading large, diverse finance and corporate affairs portfolio and implementing quality management systems including process improvement and standardization across multiple sites.

Apply

For more information please contact Partner, Hayley Becker, at hayley@miramsbecker.com, or Penny Mirams, at penny@miramsbecker.com, Partner.

Interested applicants please submit your application to:

<https://www.miramsbecker.com/chief-administrative-officer-hamilton-health-sciences>.

Applications should include an updated CV and letter outlining your relevant experience and qualifications for the position.

Hamilton Health Sciences (HHS) fosters a culture of patient and staff/physician safety, whereby everyone is guided by our Mission, Vision, Values and Values Based Code of Conduct, including aligning with the journey of the [2023-28 Equity, Diversity and Inclusion Plan](#). HHS is a teaching hospital, and all staff and physicians are expected to support students and other learners.

HHS is an equal opportunity employer and will accommodate any needs under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Hiring processes will be modified to remove barriers to accommodate those with disabilities, if requested. Should any applicant require accommodation through the application process, please contact [Natalie Woods](#) for assistance. If the applicant requires a specific accommodation because of a disability during the interview, the applicant will need to advise Natalie Woods when scheduling the interview and the appropriate accommodations can be made.

We would like to thank all who apply, but only those selected for an interview will be contacted.