



## Director, Corporate Services

(Permanent Full-Time)

### OVERVIEW

Public Health Sudbury & Districts (PHSD) serves a diverse and expansive region including the City of Greater Sudbury and surrounding urban, rural, and remote communities. Known for its stunning natural landscapes, thriving communities, and growing opportunities, the area offers an exceptional quality of life—blending urban amenities with unparalleled access to outdoor recreation throughout the year.

Guided by the vision of Building Healthy Communities for All, Public Health Sudbury & Districts is a recognized leader in collaborative, future-focused public health. With our mission of working with local communities to promote and protect health and to prevent disease for all, the organization is committed to innovation, equity, and evidence-informed decision-making, ensuring that all individuals—regardless of background or geography—have access to the resources they need to achieve optimal health and well-being.

With a strong culture of partnership, engagement, and continuous improvement, PHSD works alongside individuals, families, and organizations to promote health, prevent illness, and create environments that support healthier living. To learn more about our strategic direction and initiatives, visit [phsd.ca](http://phsd.ca).

### The Opportunity

Reporting directly to the Medical Officer of Health/Chief Executive Officer and a member of the senior management team, the **Director, Corporate Services** contributes to Public Health Sudbury & Districts vision and strategy to build 'Healthy Communities for All' by providing strategic and operational leadership across finance, information technology, human resources, facilities management, and quality improvement.

This is a critical leadership role, responsible for optimizing the PHSD's infrastructure and processes while driving digital transformation, workforce strategy, and operational efficiencies. As the organization's chief financial and technology officer and public health business administrator, the Director ensures fiscal responsibility, compliance with Ontario Public Health Standards, and alignment with Public Health Sudbury & Districts' policies and strategic directions.

Leading a high-performing team of managers and specialists, the Director will champion innovation, collaboration, and continuous improvement, navigating a fast-paced, evolving public health environment. With a focus on strategic vision, operational excellence, and workforce development, this role is key to achieving outcomes in support of advancing PHSD's long-term sustainability and impact.

### Core Responsibilities

This critical role is responsible for:

- **Leadership & Division Management:** Assume overall responsibility for administering the Corporate Services Division, delivering multiple enabling programs and services to the organization in a collaborative manner.
- **Strategic Alignment:** Align the division's work with the organization's strategic directions, guiding transformation and promoting an innovative culture.
- **Technology & Innovation:** Champion IT modernization efforts and digital solutions, balancing innovation with feasibility to improve efficiency and service outcomes.



- **Risk Management & Quality Assurance:** Anticipate and mitigate risks; maintain compliance with pertinent legislation and quality standards, including the Ontario Public Health Standards.
- **Finance & Budgeting:** Oversee accounting and financial reporting, develop the annual budget (in consultation with the Medical Officer of Health and Directors), and provide regular updates to the Board of Health.
- **Human Resources & Labour Relations:** Foster effective labour relations, administer collective agreements, and participate in grievance resolution, contract negotiations, and dispute resolution as needed.
- **Facilities & Operational Oversight:** Direct building services, facilities management, and other administrative areas, ensuring a safe and functional environment that supports service delivery.
- **Staff Development & Culture:** Nurture a high-performance culture by mentoring managers, collaborating across teams, and enhancing staff engagement through supportive leadership and open communication.
- **Reporting & Accountability:** Provide periodic and annual reports to the Executive Committee, Board of Health, Ministry of Health, and other stakeholders, ensuring transparency in operations and decision-making.

## Experience, Knowledge and Capabilities

- **Executive Leadership & Strategic Management:** Minimum of six (6) years of progressive leadership experience in administration, preferably within the public or health sector. Proven ability to lead multidisciplinary teams, oversee large-scale projects, and drive organizational success.
- **Financial Oversight & Business Acumen:** Deep understanding of financial management, accounting principles, and fiscal responsibility, gained through senior management experience in business administration, finance, or operations.
- **Strategic Vision & Organizational Development:** Demonstrated ability to develop and implement strategic initiatives, including IT transformations, workforce planning, and process optimization, balancing day-to-day operational demands with future-focused objectives.
- **Innovation & Digital Transformation:** Experience in modernizing systems, leveraging AI and data governance strategies, and aligning technology initiatives with organizational priorities to enhance operational efficiency.
- **Labour Relations & Workforce Development:** Strong background in labour relations, collective agreement administration, and dispute resolution. Proven success in employee engagement, professional development, and fostering an inclusive workplace culture.
- **Collaboration & Stakeholder Engagement:** Superior leadership and interpersonal skills, with a demonstrated ability to build strong relationships with executive leadership, government agencies, public health partners, and community stakeholders.
- **Equity, Diversity & Inclusion (EDI) Commitment:** Experience in integrating equity, diversity, and inclusion principles into leadership, decision-making, and policy development to promote an equitable workplace and public health service delivery.
- **Regulatory Compliance & Risk Management:** Strong knowledge of federal, provincial, and municipal legislation, with the ability to ensure compliance with public health governance, workplace safety, and



operational risk management.

- **Problem-Solving & Conflict Resolution:** Proven ability to address operational challenges, resolve public complaints, and manage internal investigations with discretion and professionalism.
- **Team-Oriented Leadership:** A collaborative leader with a history of mentoring teams, fostering a culture of innovation, and driving results through partnership and engagement.

## Qualifications & Requirements

- **Education:** Master's level degree in Business Administration or Commerce (or equivalent).
- **Language Skills:** Advanced oral and written proficiency in English is essential; French is an asset.
- **Additional Requirements:**
  - Maintains a mean to travel on an occasional basis such as for off-site meetings, for example having a valid driver's license and access to a vehicle.
  - Satisfactory police reference check, as per agency policy.
  - Ministry of Labour's "Worker Health and Safety Awareness in 4 Steps" training certificate (or willingness to obtain).

## Compensation

The salary range is \$126,781 – \$145,782 per annum plus a competitive full benefit package and pension plan. Public Health Sudbury & District provides relocation allowance (i.e., moving expenses) in accordance with agency policy.

**Work Location Arrangement:** Partial On-site – the position requires a combination of regular on-site and remote work.

## Application Instructions

If this opportunity matches your interest, experience, and qualifications, please **apply online with a cover letter and resume in confidence to [arthur@wmc.on.ca](mailto:arthur@wmc.on.ca)**.

We thank all applicants; however, only those selected for an interview by Public Health Sudbury & District will be contacted. Leadership assessments will be administered as part of the selection process. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal and financial record search will also be required for the successful candidate.