

## **Rural and Remote Division of Family Practice**

### **Executive Director**

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#### Position Description

#### **Division Summary**

The Rural and Remote Division of Family Practice (Division) is an innovation in rural and remote health care and part of a province-wide initiative designed to improve patient care, increase family physician influence on health care delivery and design, and enhance professional satisfaction for physicians. The Division is an independent non-profit society led by a Board of Directors.

#### **Accountability**

The Executive Director (ED) is the lead staff for the Division and responsible for the operational leadership and management of the Division according to the strategic direction set by the Board. The ED will report to the Board and will be supervised and receive direction from the Board Chair/Lead. The ED is expected to work independently, have regular contact with the Board Chair/Lead and attend regular meetings with the Board.

#### **Primary Duties and Responsibilities**

##### **Governance and Leadership**

- Work with the Board to develop a vision and strategic plan to guide the Division's mission to support and enable rural physicians to optimize health care services in their rural communities.
- Identify, assess and inform the Board of internal and external issues that affect the Division and sustainable quality rural health services.
- Act as an advisor to the Board and its working groups and provide relevant reports and recommendations on all aspects of Division activities.
- Foster effective team work between the Board, working groups, chapters and the ED, and between the ED and employees/contractors.
- In addition to the Chair of the Board, act as a spokesperson for the Division.
- Conduct official correspondence on behalf of and jointly with the Board, as required.
- Represent the Division at community meetings and events to enhance the Division's profile and rural and remote health care interests.

##### **Operational Planning and Management**

- Develop an annual operational plan to achieve the strategic direction of the Division.
- Ensure the Division's daily operations are effective and efficient, and meet the requirements of the Board, members and funders, and all relevant regulatory bodies.
- Develop policies and procedures for Board approval (review and update annually or as required) and ensure their effective application.
- Ensure the development of and adherence to security and privacy policies and procedures for the Division.
- Support the Board by attending meetings, overseeing the development of the Board meeting package (i.e., agenda, past minutes, working group reports, briefings), ensuring record keeping of all Board meetings (i.e., minutes, decisions), responding to Board member requests, and advising the Board on relevant issues.
- Responsible for the planning, implementation, oversight, quality improvement (PDSA cycles) and evaluation of all Division programs, services and special projects.

## **Human Resources (HR) Management**

- Determine staffing and contracting requirements for Division operations and program delivery, and recruit, train and mentor qualified staff.
- Directly supervises the Regional Lead Coordinator and Operations Director positions.
- Oversee hiring of required contractors and their achievement of project deliverables.
- Ensure HR policies, procedures and job descriptions are developed, reviewed regularly and meet legislation requirements, such as the Employment Standards Act and WorkSafe BC.
- Ensure procurement policies, procedures and contract agreements are in place and reviewed regularly to meet business standards, such as fair contract process and avoiding conflict of interest.
- Implement a performance management process to monitor the performance of staff/contractors on an ongoing basis according to strategic direction of the Division and approved HR policies.
- Supervise, coach and build a strong and collaborative team, facilitate open communication, ensure ongoing wellness, development, recognition and appreciation.

## **Financial Planning and Management**

- Work with staff and the Board to prepare a comprehensive annual budget aligned with strategic and operational plans.
- Work with the Board to secure adequate funding for the operation of the Division and its programs/projects, including researching funding sources and writing funding proposals.
- Administer the funds of the Division according to the approved budget and delegated authority; monitor monthly financials and cash flow; provide the Board with regular, comprehensive reports on revenue, expenditures, trends and projections; and alert the Board of risks and provide mitigation recommendations.
- Ensure that sound bookkeeping and accounting procedures are followed which may include procurement and monitoring of a bookkeeper and/or accountant.
- Ensure that the Division complies with all legislation regarding taxation, withholdings and remittances, and in collaboration with the bookkeeper/accountant, work with auditor annually or as required by funders.

## **Communications/Media and Stakeholder Relations**

- Work closely with the provincial Divisions of Family Practice office to ensure alignment with all relevant messaging and communications, including Patient Medical Homes initiative and other programs.
- Communicate and engage with members, stakeholders and the broader community, as appropriate, to ensure information sharing and capacity building.
- Establish or build positive working relationships and collaborative initiatives, where appropriate and aligned with the Divisions strategic direction, with the Ministry of Health, Health Authorities, Hospital, General Practice Services Committee, Specialists, Facilities, other Divisions, other health care providers and community organizations interested in improving rural and remote primary health care.
- Oversee and facilitate event planning, related promotion and follow up communications.

## **Risk Management**

- Identify and evaluate the risks to the Division board, members, staff, contractors, property, finances, goodwill and image, and implement measures to control risks.
- Ensure that the Board of Directors/Division carries appropriate and adequate insurance coverage, and that the Board and staff understand the terms, conditions and limitations of the coverage.

## Qualifications and Experience

### Qualifications – Required

- Master's degree in a related field health care field with significant experience in rural and remote health care or an equivalent combination of education and experience.
- 7 or more years of progressive management experience, preferably in rural and remote health care.
- Strong leadership and management experience, preferably in the non-profit sector, including human resource, operations, financial and change management.
- Strong strategic and business planning experience with ability to think strategically and innovatively.
- Experience in community engagement and working with member organizations.

### Skills - Required

- Proven project and program planning, implementation, management and evaluation skills.
- Excellent verbal and written communication, consultative and interpersonal skills, and proven ability to build lasting, positive, productive, collaborative relationships.
- Ability to work independently and within a team, and effectively motivate and influence others.
- Excellent organizational skills with ability to prioritize and manage multiple tasks to meet commitments and deadlines.
- Professional integrity and good judgment to effectively handle sensitive and confidential matters and solve problems or conflict.
- Proficiency in the use of computers: Microsoft Word, Excel, Outlook, PowerPoint, and Internet navigation/research.

### Qualifications – Preferred

- Knowledge of the BC rural and remote primary health care system including a good understanding of health regions and primary care. Previous experience working with family physicians, specialists or allied health professionals is also desirable.
- Knowledge of quality improvement, evaluation methodologies, change management, (e.g., Triple Aim, Institute for Healthcare Improvement principles) and knowledge of health care delivery relevant to rural medicine practice (e.g. Rural Patient Medical Homes) is an asset.
- Understand the major role population rural and remote health data plays in the work of the Division and understand basic interpretation of data collected by members and privacy issues related to data collection and sharing of information.
- Knowledge of all federal and provincial legislation applicable to non-profit organizations, including the Society Act, Employment Standards Act, Canada Revenue Agency, human rights, occupational health and safety, etc.

### Working Conditions

- The ED position requires schedule flexibility to attend early morning, evening and occasional weekend meetings. Frequent travel may be required across the region as well as to provincial meetings. A valid driver's license and access to a car is required.
- The work of the Division may necessitate a non-standard workplace.

### To Apply

Please send a resume and cover letter to Jeremy McElroy, Director of Operations, at [jmcelroy@divisionsbc.ca](mailto:jmcelroy@divisionsbc.ca) by **Sunday, December 16th, 2018**. We thank all applicants; however, only those selected for an interview will be notified.

*Rural and Remote Division celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community. We do not discriminate against any applicant regardless of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.*

To find out more about our organization and our programs, visit: <http://divisionsbc.ca/rural-and-remote>