**SAMPLE JOB DESCRIPTION**

Position Title: **[POSITION]**

Position Type: [Full-Time, Part-Time (Number of Hours/Week), Contract (Length of Term)]

Reports to: **[POSITION]**, [Organization]

Reporting to this Role: [Position, if applicable]

**Job Summary**

# [Insert summary of main roles and responsibilities]

**Organizational Status**

[Insert summary of organization’s history, mission and purpose. *Example: [Organization] is a community-based non-profit organization made up of physicians in the [X] region to achieve common health goals. [Organization] works collaboratively with health authorities and community partners to enhance local patient care and improve professional satisfaction for physicians.*]

**Commitment to Equity, Diversity & Inclusion**

# [Insert the organization’s statement on equity, diversity and inclusion. *Example: Equity, diversity and inclusion are at the core of [Organization]’s vision, mission, and values. We are committed to an inclusive workforce that fully represents many different cultures, backgrounds and viewpoints. Our objective is to provide a space for people from all walks of life, creating a welcoming environment for all.*]

**Work Performed**

[Example: Operations]

* [Insert detailed list of responsibilities]
* Develop an annual operational plan to achieve the strategic direction of the Division
* Responsible for the planning, implementation, oversight, monitoring and evaluation of all the Division’s programs, services and special projects

[Example: Financial and Risk Management]

* [Insert detailed list of responsibilities]
* Work with staff and the Board to prepare a comprehensive annual budget aligned with strategic and operational plans
* Ensure that the Division complies with all legislation regarding taxation, withholdings and remittances, and, in collaboration with the Bookkeeper, work with the auditor annually or as required

[Category #3]

* [Insert detailed list of responsibilities]

[Category #4]

* [Insert detailed list of responsibilities]

**Working Conditions**

[*Example: The [X] position requires availability to work from Monday to Friday during regular working hours with the possibility of attending occasional evening and/or weekend meetings. Frequent travel may be necessary across the [X] region and so reliable transportation is required.*]

**Qualifications**

* [Insert detailed list of required qualifications]
* Bachelor’s degree in a related field (e.g. [X] or [X]) or equivalent combination of experience and education
* 3 to 5 years of recent related experience
* Experience with managing a substantial operational budget and knowledge of financial management, including fund-accounting, budget preparation and working with staff and the Board to oversee financial accountability
* Demonstrated experience dealing with media and government officials and acting as the public representative of an organization

**Skills & Knowledge**

* [Insert detailed list of required skills and knowledge]
* Champions positive working relationships with a diverse set of colleagues and external stakeholders
* Knowledge of the BC primary health care system is an asset
* Knowledge of labour relations issues, including full cycle recruitment, performance management, strategic HR functions, and leading a diverse team of employees and contractors
* Able to set goals, create and implement action plans, monitor progress towards goals and the process and results
* Exemplary interpersonal, communication, listening and conflict resolution skills. Encourages open exchange of information and ideas using appropriate communication
* Able to identify problems and demonstrate resourcefulness and creativity in solving them