Grey Bruce Public Health

Working with Grey Bruce communities to protect and promote health.

Permanent Full Time
Director, Corporate Services
Competition #2026-10

Permanent Full Time

The Director, Corporate Services is responsible for the effective leadership of the Corporate Services division in accordance with Provincial Legislation and Grey Bruce Public Health (GBPH) policies. The Director oversees all items related to Information Technology, Financial Services, Facilities and Maintenance, Human Resources, Privacy, Communications. The Director contributes to excellence in leadership of the organization and is responsible for strategic planning and decision-making as a key member of the Senior Leadership Team.

KEY AREAS OF RESPONSIBILITY

- Provides strategic and operational leadership for the Corporate Services division, including Human Resources, Financial Services, Information Technology, Facilities and Maintenance, Privacy, and Communications.
- Leads the development and implementation of Corporate Services strategic and operational priorities, ensuring alignment with GBPH's Strategic Plan, organizational objectives, legislative requirements, and public health mandate.
- Provides leadership, coaching, mentorship, and oversight to Managers and staff, establishing clear expectations and accountability while supporting employee development, succession planning, engagement, collaboration, and a high-performing workplace.
- Provides strategic advice and recommendations to the MOH/CEO, Senior Leadership Team, and Board of Health regarding corporate operations, organizational risks, emerging issues, resource requirements, and opportunities for improvement.
- Oversees the development, implementation, evaluation, and continuous improvement of corporate policies, systems, processes, and infrastructure, ensuring compliance with applicable legislation, collective agreements, regulatory requirements, provincial standards, and recognized best practices.
- Provides leadership for organizational resource planning and stewardship, including financial, human, technological, and physical resources, while identifying opportunities for modernization, operational efficiencies, sustainability, and effective use of public resources.
- Leads and supports significant organizational change and corporate initiatives, including changes to organizational structures, technologies, policies, systems, processes, and service delivery models.
- Establishes and maintains effective corporate governance, risk management, privacy, information security, financial controls, procurement, records management, and accountability frameworks to safeguard the organization and support sound decision-making.

- Builds and maintains strong internal and external partnerships, working collaboratively with Directors, Managers, programs, service providers, vendors, and other stakeholders to strengthen organizational capacity and ensure Corporate Services effectively supports public health service delivery.
- Promotes an organizational culture grounded in integrity, accountability, equity, inclusion, accessibility, professionalism, service excellence, and continuous improvement, while ensuring Corporate Services decisions and practices reflect GBPH's mission, vision, values, and strategic priorities.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates advanced written and oral communication skills, interpersonal skills and professionalism in interactions with others
- Exhibits superior leadership skills including team building, resource and program management skills
- Demonstrates excellent computer skills and uses current technology to convey messages and information
- Knowledge of current practice in relation to ethical issues, privacy and risk management
- Working knowledge of Property Management and Information Technology
- Knowledge of the legislation and professional standards and regulations that govern public health practice
- Demonstrated ability to create a supportive and high-performing environment through effective human resource management
- Excellent tact, diplomacy and negotiation, mediation, conflict resolution and relationship building skills
- Advanced program/project planning skills, including design, implementation, evaluation, budget preparation and monitoring
- Committed to a safe and healthy work environment for both employees and clients
- Proficient in the core competencies for Public Health in Canada, and the critical thinking skills and aptitude required to apply this knowledge in practice
- Proven ability to work independently with competency and accuracy and as a member of an interdisciplinary team
- Knowledge of and demonstrated ability in strategic planning, change management design, process and implementation strategies to optimize both quality and cost-effectiveness of services
- Readily readjusts priorities to respond to changing demands, and ability to delegate effectively

EMPLOYMENT REQUIREMENTS

- Four-year (4) Baccalaureate Degree in Business Administration or Commerce, or equivalent combination of education and experience
- Master's degree in business-related discipline is preferred
- Eight to ten (8 – 10) years of Management and administration experience, with progressive leadership responsibility
- Minimum of three (3) years senior management experience in the public sector, or public health sector, preferred
- Current registration, and a member in good standing, with a college or regulatory body, as required

WORKING CONDITIONS

- Working hours will vary within a 35-hour paid work week; with evening and weekend work required on occasion

- Participates in an on-call rotation and is required to be available outside of regular working hours, including evenings, weekends, and statutory holidays, as scheduled
- Work is primarily office-based, with the expectation that the majority of working hours will be performed onsite. Remote work may be considered in accordance with current organizational policies and operational requirements and is subject to change based on organizational needs
- Occasional travel within and outside Grey-Bruce region is required
- A valid Ontario G driver's license and access to a reliable vehicle is required

The current wage scale for the position of Director, Corporate Services is $160,000 – 170,000 annually (wage is under review).

Please submit a resume, cover letter, and application form quoting Competition 2026-10 in the subject line to: apply.jobs@publichealthgreybruce.on.ca

Please note that this position will remain open until filled.

Grey Bruce Public Health is proud to be an equal opportunity employer, valuing and respecting diversity. We encourage applications from qualified members of the four designated groups. We are committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

In accordance with Municipal Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection. We thank you in advance for your interest in the above-noted position. However, please note that only those applicants receiving an interview will be advised of the recruitment outcome.