 <p><b>NORTHERN HEALTH REGION</b></p>	<i><b>Job Description</b></i>					
	<b>Site:</b>	Regional				
	<b>Department:</b>	Administration				
	<b>Reports to:</b>	Chief Executive Officer				
	<b>Code #:</b>	JD-01-080	<b>Employee Group:</b>	OOS	<b>WS# FAC</b>	NA
	<b>Issue Date:</b>	November 2013		<b>Last Edit Date:</b>	August 18, 2016	
	<b>Job Title:</b>	<b>Vice President Corporate Services &amp; Chief Financial &amp; Information Officer</b>				

<b>Summary:</b>	<p>The Vice-President Corporate Services &amp; Chief Financial Officer, as a member of the Executive Leadership Council (ELC), oversees the following areas:</p> <ul style="list-style-type: none"> <li>• Finance &amp; Payroll</li> <li>• Information Technology</li> <li>• Materials Management</li> <li>• Support Services (Laundry, Housekeeping, Food Services)</li> <li>• Northern Patient Transportation Program</li> <li>• Capital Planning and Facilities</li> </ul> <p>In the role of CFO (Chief Financial Officer), VP Corporate Services oversees budgeting, financial reporting, monthly, and end of year financial procedures.</p> <p>In the role of CIO (Chief Information Officer), the VP Corporate Services oversees information technology, information systems and related requests, and releases.</p> <p>This position requires provision of service and extensive travel to outlying communities within the Region and the Province.</p> <p>The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region (NHR) policies and procedures.</p>
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<b>Competencies / Requirements:</b>	
<b>Degrees, Certificates and Licenses:</b>	<ul style="list-style-type: none"> <li>• Must possess a Canadian professional accounting designation (CPA, CA, CMA, CGA) and a graduate degree in Health Care Administration/Business Administration</li> <li>• Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the Region and Province year round</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Three (3) to five (5) years' experience at a senior financial or controller level, preferably in a health related field</li> <li>• Excellent computer skills with Windows based programs (Microsoft Word, Excel, PowerPoint, and Outlook)</li> <li>• Knowledge of provincial process for health funding</li> <li>• Experience with computerized accounting systems</li> <li>• Experience with strategic and operational planning</li> <li>• Knowledge and familiarity with northern health issues, culture, and population to be served</li> </ul>

<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to prioritize reporting, projects, and meet deadlines</li> <li>• Effective written and verbal communication skills</li> <li>• Demonstrates strong leadership</li> <li>• Strong organizational, decision making, analytical, and problem solving skills</li> <li>• Team player and demonstrates team-building skills</li> <li>• Conflict resolution skills</li> <li>• Ability to deal effectively within the boundaries of a Collective Agreement</li> <li>• Commitment to continuing self-development and continuous quality improvement</li> <li>• Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy</li> <li>• Ability to respect and promote confidentiality</li> <li>• Ability to respect and promote a culturally diverse population</li> </ul>
<b>Duties:</b>	<ol style="list-style-type: none"> <li>1. Advocates on behalf of the NHR as a whole</li> <li>2. Ensures responsible financial management that is consistent with NHR budget process and policies</li> <li>3. Responsible for annual audit process</li> <li>4. Ensures financial reporting of budgets on a regular basis</li> <li>5. Ensures consistent Human Resource practices that are in compliance with collective agreements and NHR policies and procedures</li> <li>6. Promotes workplace safety and health in the workplace</li> <li>7. Contributes to a culture of Client and Staff Safety</li> <li>8. Promotes Employee Wellness in the workplace</li> <li>9. Ensures effective communication within the department and the organization</li> <li>10. Participates in Strategic and Operational Planning at executive management level</li> <li>11. Participates in Board meetings</li> <li>12. Participates in Provincial Committees</li> <li>13. Ensures Continuous Quality Improvement</li> <li>14. Recognizes and pursues self-development opportunities</li> <li>15. Demonstrates professionalism within the Code of Conduct</li> </ol>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Extensive travel including gravel and winter roads and where applicable by small plane</li> </ul>
<b>Decision Making:</b>	<ul style="list-style-type: none"> <li>• Must be capable of making decisions in strategic planning including re-organizing of services, goal setting and evaluation, hiring/discipline, performance appraisals, and approval of purchases</li> <li>• Must be capable of problem solving at a managerial level in conflict resolution, change in service delivery, and budget requirements implementing a team approach where applicable</li> </ul>
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Executive Leadership Council</li> <li>• Chief Executive Officer/Board of Directors</li> <li>• Directors/Regional Managers /Site Managers</li> <li>• Manitoba Health/CFO Council/ other stakeholders</li> <li>• All Staff</li> </ul>
<b>Direct Reports:</b>	<p>Directly Supervise:</p> <ul style="list-style-type: none"> <li>• Executive Assistant</li> <li>• Regional Directors:</li> </ul>

	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Information Technology</li> <li>• Facilities &amp; Capital Planning</li> <li>• Corporate and Business Support</li> </ul> <p>Indirectly Supervise:</p> <ul style="list-style-type: none"> <li>• Regional Managers, Managers and Staff reporting to above Directors</li> </ul>
<p><b><i>It is understood that the duties and responsibilities contained in this job description are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties.</i></b></p>	

Approved By:

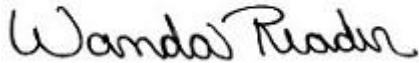


Chief Executive Officer

August 18, 2016

Date

Reviewed by Human Resources:



VP Human Resources & Chief HR Officer

August 18, 2016

Date



## JOB DUTY ACTIVITIES FOR

VP CORPORATE SERVICES & CHIEF FINANCIAL OFFICER  
JD-01-080

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region as a whole	1.1 Promotes the mission, values, and goals of the NHR 1.2 Promotes and participates in the Master Planning, Health Planning, Strategic Planning, Risk Management, and Continuous Quality Improvement 1.3 Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Protection Act (FIPPA), RHA policies and any other applicable legislation
2. Ensures responsible financial management that is consistent with NHR budget process and policies	2.1 Maintains an accounting system that accurately reflects the financial affairs of the organization 2.2 Ensures appropriate staffing levels are in place for the processing of the organization's financial data
3. Responsible for annual audit process	3.1 Liaison with the auditors for the completion of the annual audit within the prescribed timelines dictated by MHHL 3.2 Ensures that the financial records are maintained and reconciled prior to the commencement of the annual audit 3.3 Maintains an annual audit working paper file
4. Ensures financial reporting of budgets on a regular basis	4.1 Maintains an internal financial reporting system 4.2 Ensures the availability of the financial reports for the managers in a timely manner 4.3 Reports the financial position of the organization to the board and MHHL on a monthly basis 4.4 Ensures compliance with Manitoba Health reporting requirements on a monthly basis
5. Ensures consistent Human Resource practices that are in compliance with collective agreements and NHR policies and procedures	5.1 Ensures the availability of competent and proficient staff necessary to provide and support the highest quality of work possible within existing resources 5.2 Hires and selects staff, including responsibility for interviewing applicants and selecting the successfully applicant, and has authority to promote/ select for internal positions 5.3 Evaluates and determines retention/ dismissal of casual and probationary employees 5.4 Supervises directly/ indirectly personnel in service area 5.5 Supports scheduling staff consistent with operational needs and contractual requirements, within the limitations of the allocated staffing budget 5.6 Approves leaves of absence, vacation allocations, and authorizes overtime 5.7 Manages human resources and interprets and applies regional policies and collective agreements 5.8 Provides leadership, coaching, and mentoring to create an environment conducive to effective working relationships

	<p>5.9 Establishes standards for employee performance and monitors performance, including conducting performance reviews of staff and responsible for follow-up thereafter</p> <p>5.10 Identifies and implements remedial measures to correct performance or disciplinary issues and is responsible for applying discipline including suspension/ dismissal</p> <p>5.11 Addresses grievances</p> <p>5.12 Submits proposals and participates in collective agreement bargaining negotiations as requested</p> <p>5.13 Ensures relevant, updated job descriptions for all staff reporting to the department</p> <p>5.14 Supports Attendance Management of all staff in the department</p> <p>5.15 Encourages staff regarding committee involvement and professional development and maintains an in-service program within the department</p>
6. Promotes workplace safety and health in the workplace	<p>6.1 Understands and ensures compliance with workplace safety and health requirements</p> <p>6.2 Cooperates with the Workplace Safety &amp; Health Committee</p> <p>6.3 Ensures hazards are identified and proper steps are taken to control the risks</p> <p>6.4 Inspects work areas and corrects unsafe work acts and conditions</p> <p>6.5 Instructs/ coaches workers to follow safe work procedures</p> <p>6.6 Ensures safe work practices are in place and instructs/ coaches workers to follow safe work procedures</p> <p>6.7 Ensures equipment is properly maintained</p> <p>6.8 Ensures necessary personal protective equipment is provided to workers and used properly</p> <p>6.9 Ensures medical/ first aid supplies are provided as needed</p> <p>6.10 Ensures workers have the information, training, certification, supervision, and experience to do their jobs safely</p> <p>6.11 Safely handles, stores, produces, and disposes of chemical and biological substances in the workplace</p> <p>6.12 Understands and implements emergency procedures</p>
7. Contributes to a culture of Client and Staff Safety	<p>7.1 Commits to client and staff safety as a key professional value and an essential component of daily practice</p> <p>7.2 Integrates client and staff safety practices into daily activities</p> <p>7.3 Understands client and staff safety practices that reduce the risk of adverse events, such as infection control, injury prevention, safe administration of medication and risk awareness</p> <p>7.4 Recognizes, responds, and reports adverse events and near misses</p>
8. Promotes Employee Wellness in the workplace	<p>8.1 Implementation of the Attendance Support &amp; Assistant Program (ASAP) and continual monitoring</p> <p>8.2 Positive consideration of return to work program and duty to accommodate situations</p>
9. Ensures effective communication within the department and the organization	<p>9.1 Communicates and consults with the ELC and CEO to achieve efficient functioning of all services</p> <p>9.2 Communicates with department staff, individually and as a group, to promote efficient functioning and high morale</p>

	<p>9.3 Maintains open line of communication</p> <p>9.4 Liaison with outside agencies as required</p>
10. Participates in Strategic and Operational Planning at executive management level	<p>10.1 Attends all ELC meetings with the exception of vacation periods</p> <p>10.2 Participates in the ELC discussions</p> <p>10.3 Develops a strategic and operational plan for the Corporate Services portfolio</p>
11. Participates in Board meetings	<p>11.1 Attends all Board meetings with the exception of vacation periods</p> <p>11.2 Attends all meetings of the Finance Committee and Audit Committee of the board</p> <p>11.3 Presents the financial reports to the Board and the Finance Committee</p> <p>11.4 Participates in the discussions of the Audit Committee of the Board</p> <p>11.5 Is the Liaison between the Auditors and the Audit Committee and Board</p>
12. Participates in Provincial Committees	<p>12.1 Attends the compulsory provincial committees, such as the CFO Council, the eHealth Collaborative, and eHealth Operations Collaborative</p> <p>12.2 Reports to ELC on discussions and developments at the provincial level</p> <p>12.3 Seeks participation on Provincial committees that will benefit the organization</p>
13. Ensures Continuous Quality Improvement	<p>13.1 Receives feedback on the operations of the Corporate Services portfolio</p> <p>13.2 Based on the feedback, ensures changes are made to processes to reflect efficiencies</p>
14. Recognizes and pursues self-development opportunities	<p>14.1 Maintains and updates professional skills, certification(s), management skills, and knowledge through continuing education programs, literature reviews, publications, and conferences</p>
15. Demonstrates professionalism within the Code of Conduct	<p>15.1 Demonstrates the ability to accept and adjust to change</p> <p>15.2 Assumes responsibility for own actions</p> <p>15.3 Participates in Continuous Quality Improvement, surveys, and committee activities</p>