

## INTERNAL / EXTERNAL JOB POSTING



**Position Title:** Manager, Corporate Services

**Classification:** Program Manager

**Job Type:** Regular, Full Time Employee (35 hrs/week)

**Pay Band:** \$75,749 to \$89,115 annually

**Benefits:** Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)

**Department:** Corporate Services

**Reporting to:** Executive Director

**Application Deadline:** **Friday, February 23, 2018 at 4:00 pm**

### Job Summary

The Manager of Corporate Services is accountable for planning, decision making, implementation, and ensuring satisfactory outcomes all aspects of corporate services activities. Corporate services has an organization wide scope and supports staff and the organization overall to achieve its goals. Corporate Services responsibilities include: finance (systems, controls, budget, and funding agreements) human resources and payroll, facilities (including plant, property, equipment, and cleaning services), corporate administration, reception, and information technology. The Manager is responsible for developing and ensuring compliance with corporate policies and procedures, all relevant legislation, and other legal directives. As an integral support to the senior team, the Manager provides leadership and technical expertise on an on-going basis for various initiatives while working in collaboration with funders, other managers and staff, and community partners.

### Qualifications

- Master's level degree in business, public or health administration; or other relevant graduate degree. A relevant undergraduate degree with additional years of direct experience may be considered.
- A Chartered Professional Accountant (CPA) designation. Other relevant certification(s) in human resources or other corporate technical areas an asset.
- Senior financial and human resources management experience with significant levels of management and budgetary responsibilities.
- Minimum of 5 years of progressive management experience in corporate services, complex non-profit organizations. Prior experience in the health care sector preferred.

### Knowledge, Skills and Abilities

- Financial management skills and abilities appropriate for an organizational wide lead financial officer, including budgeting, payroll, and control.
- Demonstrated broad based management skills including strategic visioning and planning, business acumen, results-based management, and change management. Sound judgment and decision making skills, and ability to delegate.
- Effective communication skills (verbal and written) appropriate for the position, including political/organizational acuity, business acumen, the ability to foster effective relationship with funders, staff, and others.
- Proven ability leading and managing staff within diverse multi-disciplinary teams, and demonstrated success as a collaborator. This includes demonstrated interpersonal, teambuilding, mentoring skills which support innovation and organizational success within a rapidly changing and complex environment.
- Technical knowledge and ability to apply relevant legislative requirements, including but not limited to occupational health and safety, finance, accessibility, privacy, and human resources.
- Demonstrated commitment to work under pressure, ability to prioritize, organize and manage multiple projects and demands, and ability to be flexible to achieve organizational goals. Competency in applying quality improvement tools is an asset.

- Excellent attention to detail, superior reliability, and able to meet the physical demands of the job.

**Language Requirement**

- English, spoken and written required
- Other languages an asset

Please submit your resume and cover letter as one document to: <https://swchc.bamboohr.com/jobs/view.php?id=103>

*If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.*

*Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.*

*Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.*