

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Full-time opportunity as a **Director, Education (Competition #103.19)** exists in the Education Department reporting to the Vice-President, Education.

Summary of Duties, but not limited to:

This critical leadership role will play a strategic and operational role in delivering the hospital's academic educational mandate, ensuring the integration and coordination of educational activities and the development and support of educators and learners. The role has specific leadership responsibilities for the educational agenda of health disciplines, medicine and nursing as well as responsibility to design and deliver an educational strategy that is both equity-focused and interprofessional. The successful candidate will be building upon a strong foundation of equity and innovation at Women's College Hospital and will work closely with educational leadership across the hospital. In addition, this Director ensures that there is an optimal learning environment for learners in our affiliation with the University of Toronto and other learning organizations. This Director leads all scholarly aspects of academic education and collaborates with the Director, Centre for Ambulatory Care Education (CACE).

Directs Academic Education Activities

- Directs the administration and coordination of academic affairs related to learner placements, ensuring policies, practices, affiliation agreements, insurance and legal documentation are in place and current.
- Ensures learner intake, assessments, orientation and teaching processes are developed and evaluated for continuous quality improvement.
- Oversees the management of library services, ensuring information and publications meet the needs of staff, learners, researchers, physicians and wellness publications are available to clients/client families, community members, and outreach networks.
- Ensures educational opportunities are available through virtual technology and tele-education programs, providing information, and resources to WCH teaching professionals and at a local, national and international level.

Strategic and Operational Planning

- Develops and executes short and long-term strategies and plans for education, collaborating with Vice President, Education and colleagues and ensuring alignment with broader organizational goals and strategies and divisional strategic/operational plans.
- Evaluates changing priorities, trends, emerging issues and legislative and regulatory requirements, analyzing the potential impacts on activities and adapting strategies and plans accordingly to achieve desired results.
- Builds strategic partnerships with Academic Institutes and Centres for Education locally, nationally and globally.
- Supports and advances WCH educational goals through committee participation and project work, participating on and leading standing/project/cross-organizational committees and initiatives to understand broader issues, share insights, manage project activities and influence outcomes.

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Quality and Risk Management

- Identifies and develops opportunities and strategies for improving quality and services delivered, ensuring alignment with WCH strategies and priorities, developing indicators and measurement tools, and coaching staff to ensure initiatives are incorporated into day-to-day activities.
- Solicits and incorporates feedback and suggestions on areas for improvement.
- Develops processes and protocols to manage activities, ensuring regulatory requirements are tracked and reported as required.
- As a role model and champion, you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Master's Degree in Adult Education or related program of study required; Ph.D. an asset
- Completion of appropriate education and clinical practice experience with designation in a Regulated Health Profession would be considered an asset
- Proven superior collaborative, results-based leadership skills with the ability to make a strong impact with a minimum of five (5) years related management experience.
- Considerable innovative and creative talents to effectively assess strategic goals and translate into operational tactics and to seek out and capture opportunities for leveraging knowledge partnerships.
- Previous educational research experience and an advanced understanding of research development, grant proposal writing and research administration would be definite asset.
- Ability to communicate effectively to direct and motivate team and others, maintaining a persuasive and credible presentation style at all levels of the organization.
- Superior ability to conceptualize and execute change management.
- Well-honed project management and problem solving capability.
- Experience in leading and implementing initiatives in an education context.
- Demonstrated ability to design and deliver educational content using a variety of innovative methodologies.
- Superior presentation and facilitation skills, supported by excellent verbal, written and listening skills.
- Highly effective interpersonal, collaborative, relationship building and coaching skills to work with a diverse group of highly skilled and educated people.
- Effective stakeholder engagement, interpersonal skills and communication skills to ensure effective communication at all levels of the organization including staff, researchers, scientists, academics internally and externally.
- Ability to distil complex information into clear, concise messaging.
- Proven competence in financial analysis, budget development and analysis.
- Previous experience in an academic organization, particularly a teaching health care facility (Hospital and/or Long-Term Care facility) is preferred.
- Understanding of relevant provisions of applicable legislation and regulations.
- Ability to work with a wide variety of inter-professional teams.
- A clinical background is an asset to understand the healthcare environment and its complexities.
- Excellent organizational, planning and time management skills.
- Ability to shift attention in dealing with health professionals, administrative support staff, scientists, learners, and postdoctoral research fellows, who have differing needs, expectations and issues.
- Ability to manage multiple, often competing priorities.

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- Good work and attendance record required
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: April 30, 2019

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 113.19)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.