

# North West Local Health Integration Network

---

<b>JOB TITLE:</b>	Senior Planner and Community Engagement	<b>DATE:</b>	October 2005
<b>REPORTS TO</b> ( <i>job title</i> ):	Senior Director, Planning, Integration & Community Engagement		
<b>JOBS REPORTING</b> ( <i>job titles</i> ):	None		
<b>DIVISION / DEPARTMENT:</b>	Planning, Integration & Community Engagement		
<b>LOCATION:</b>	North West LHIN – Thunder Bay, Ontario		

---

## **PRIMARY PURPOSE:**

Serves as a primary resource for community stakeholders including the management of community issues and concerns, as well as providing support to other LHIN program areas to identify and implement appropriate communication and stakeholder engagement methods. Responsible for managing complex planning projects or activities and providing expert advice to the executive team and staff regarding planning and research. Also provides project management and strategic direction to the community engagement and planning group, and liaises with the Ministry on communication issues.

## **KEY ACCOUNTABILITIES:**

1. Creates opportunities for community involvement by planning, coordinating and delivering communications and consultations that contribute to positive relationships with diverse stakeholders.
2. Keeps up to date records on consultation outcomes and monitors best practices in consultation and communication methodologies.
3. Identifies emerging issues in the community that require a communication response including liaison with the Ministry as required, and oversees management of response to high risk issues.
4. Acts as a resource to planners and integration consultants to identify and provide expert advice on engagement objectives and the selection and use of appropriate methodologies for planning, integration and coordination initiatives.
5. Prepares community consultation plans and provides input on community engagement for the Integrated Health Services Plan.
6. Leads and coordinates the delivery of LHIN community events including planning, logistics and media relations.
7. Provides facilitation expertise at community events to lead group discussions and debates on complex issues.
8. Establishes and maintains a centralized resource on community stakeholder groups for internal use.
9. Coordinates and conducts analysis of local health-care system based on provincial data, community input and other sources for purpose of identifying gaps and establishing planning priorities.
10. Identifies, selects and uses appropriate planning approaches, such as: needs-based predictive models and community input, to be used in the development of the Integrated Health Services Plan (IHSP).
11. Participates in and contributes to provincial and inter-LHIN planning and engagement activities.
12. Promotes high-quality research and planning and provides leadership to the development of methodologies related to health planning.
13. Conducts effective stakeholder consultation related to planning, assesses impact of planning recommendations and decisions, and promotes consensus among stakeholders for action required.
14. Manages project plans and budget allocations for consultants, provides advice and input from the planning perspective to the development of health-care system funding plans.
15. Provides group leadership to community engagement consultants and planners and manages their work and priorities during project assignments.

## **POSITION REQUIREMENTS:**

### **Education:**

- Post-secondary /Masters degree in health administration, health planning, business administration or relevant field.

### **Experience:**

- Demonstrated experience in community outreach, consultation or stakeholder management and familiarity with current theory and techniques of community engagement.
- Demonstrated experience with facilitation techniques and processes, including experience developing and facilitating large complex sessions involving diverse stakeholders.
- Demonstrated experience working effectively in partnership with broad range of individuals and organizations of diverse backgrounds, preferably within the health care sector.
- Skills and experience in event planning and implementation.
- Significant and senior-level planning experience, preferably within a health-care environment.
- Demonstrated experience in integrating planning initiatives across multiple sectors.

- Proven skill and success in leading large, complex planning projects.
- Expert ability to select and apply multiple planning methodologies as appropriate.
- Excellent project management and presentation skills including budgeting, planning and communicating.
- Superior interpersonal and relationship management skills, supported by excellent written and oral communication skills.
- In-depth understanding of the Ontario health-care system, its stakeholders, programs and issues.

## **NATURE AND SCOPE:**

- **Interpersonal Contacts:** This position will work closely with LHIN planning and service integration staff to identify opportunities for community consultation and provide feedback based on community interactions. Must also communicate with employees throughout the organization to present, discuss information and problems related to undertaking the priority setting analysis and health planning functions. Externally, this position must maintain relationships with individuals and organizations both from within the healthcare sector and across the broader community as well as relationships with the Ministry. Must also, communicate directly with various stakeholders to obtain and exchange the information required by the planning group to perform their analytical work, and gains consensus and agreement on the needs, priorities and integration plans and initiatives.
- **Level of Responsibility:** The position provides a leadership role in community engagement on the development of consultation strategies, methods and processes as well as modeling, sustainable improvement, priority-setting analysis and health planning and integration. Works closely with the Senior Director, Planning, Integration & Community Engagement to determine business plans and priorities.
- **Decision-Making Authority:** The position provides critical recommendations and works closely with Senior Director, Planning, Integration & Community Engagement in the development and implementation of community consultation methods and processes as well as identifying key decisions related to priority setting and health planning and integration. The position supports appropriate planning methodologies.
- **Physical and Sensory Demands:** Minimal demands typical of a senior professional position in an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions associated with a senior professional position within an office environment.