



Executive Director

Edmonton Zone Primary Care Network Committee

The Opportunity:

The Edmonton Zone Primary Care Committee (EZPCNC) is seeking its inaugural Executive Director to lead and expand on the impact of this progressive, committed group of organizations dedicated to improving the delivery of primary care.

The EZPCNC is a collaborative made up of voting members from each of the eight area Primary Care Networks (PCNs) and eight senior Alberta Health Services-Edmonton Zone (AHS-EZ) leaders. It is supported by the eight Executive Directors of each PCN and representatives from key advisory groups. At the present time, one of the PCNs functions as our banker and technically hires zone staff and contractors.

Although the EZPCNC has been in existence for several years most of the work to date has been done by individuals working 'off the sides of their desks'. The EZPCNC is evolving its governance model to dedicate staff at the zone level to assist in moving work forward at a quicker pace with improved communications and accountabilities. In addition to dedicated staffing, there are a number of governance-related and operation-focused sub-committees that oversee the various components of the work. Some of these sub-committees are on-going, others are new this year. This is an exciting time to join the organization and help define what the future looks like.

Reporting to the full EZPCNC via its two Co-Chairs, the Executive Director will espouse a passion for this collaborative work in primary care and be a mix of a strategic leader, enthusiastic booster, and hands on manager. Independent and outcome-focussed, the Executive Director will provide skilled leadership, build community, and manage operations helping to ensure the EZPCNC fulfills its purpose and strategic direction.

This is a home office-based role, although as numerous meetings occur in person, the successful individual needs to be based in Edmonton or the surrounding area.

Compensation for this role is anticipated to be in the \$100 – 125K range, dependant on the skills and experience of the successful candidate.

The EZPCNC is seeking highly skilled candidates who reflect the diversity of Canadian society. We encourage applicants from underrepresented groups including but not limited to those represented by race, sex, Indigeneity, disability, gender identity, gender expression, and sexual orientation to apply.

Summary of Position

The Executive Director for the EZ PCN Committee is a full-time (1.0 FTE) role. This position, along with the Zone PCN Medical Director, comprise the executive staff of the EZ PCN Committee structure. All other zone staff/contractors (likely five to seven people) report to this role.

This position reports to the Co-Chairs of the EZ PCN Committee and will be supported and evaluated by the Governance and Human Resources Committee. Meetings are a mix of both in person and virtual; the position is home-office based.

Given this role is part of the primary healthcare system, it may be called upon to respond to a public health emergency (as identified by the Medical Officer of Health). Otherwise, the key aspects of this role may include, but are not limited to:

Key Duties & Responsibilities

1. Leadership & Governance (40%)

- Administrative leadership of the organization, representing the interests of both Alberta Health Services and all Edmonton Zone PCNs equally. Work closely with the Zone PCN Medical Director for the overall health and success of the organization.
- Guide the full implementation of the Zone Service Plan of the organization.
- Develop, implement, monitor, and evaluate the annual operations plan in collaboration with staff and other key stakeholders.
- Ensure there is an effective framework of governance (including an annual calendar) that is maintained, and all participants understand, ensuring role clarity and clear accountabilities.
- Ensure that there is an effective operations model including risk management and other protocols, policies, and procedures that provide the direction, parameters, and documentation within which business is conducted.
- Ensure all financial, legislative, and other requirements are met to ensure the organization remains viable and in good standing.
- Support all activities of the EZ PCN Committee and its Co-Chairs and attend these meetings as well as all sub-committee meetings focused on governance (including the Executive Committee, Finance & Audit, Governance & HR, and Strategic Engagement & Communication). Ensure commitments are met and provide all ED reports and other materials in a timely and accurate manner.
- Support and participate in other zone groups and entities (such as pan PCN, the Edmonton Zone PCN Physician Advisory Council, etc.), as appropriate.
- Support, promote and embed within the organization the principles of equity, diversity, and inclusion by (but not limited to) reviewing tools and processes from an EDI perspective and to practice equitable hiring and inclusion of anti-oppression related questions in interviews.
- Work with the Committee to orient, education and help retain members. Ensure any public members receive specialized support to help them integrate and contribute.

- Identify, assess, and inform the appropriate Committee of any internal and external issues or barriers which may affect the organization and its ability to achieve its objectives.

2. Operations (25%)

- Ensure the delivery of agreed upon programs and services within the resources available. Monitor and evaluate all initiatives to ensure success, ongoing relevance, and overall efficiency.
- Ensure all required reporting, plans and documentation is provided to the EZ PCN Committee and Alberta Health, as required.
- Ensure day-to-day operations are managed effectively.
- Determine, implement, and oversee the appropriate mix of contractors and/or staff required to support the organization and hire appropriately.
- Train, coach, support, and evaluate staff to help them meet organization objectives.

3. Stakeholder Engagement, Communication and Public Relations (20%)

- Represent the EZ PCN Committee on external committees, as required, to support the organizations' role and position as advocate for effective primary care in the EZ.
- Identify, develop, and expand strategic relationships with relevant partners and stakeholders in healthcare, government, and the community to advance organization goals and profile.
- Ensure that all communications from the organization are clear, accurate, and align with organizational goals.
- Support the Co-Chairs in their roles as the organization's spokespeople.
- Work with the Committee, staff, and others to develop and build the EZPCNC's brand and profile.

4. Financial Management (15%)

- Work with the organization's accountant/banker to provide:
 - Leadership and direction of the financial management, accountability, and budgeting process of the EZ PCN Committee.
 - Oversight to confirm effective management and controls for all financial resources, monitoring of the organization's cash flow and expenditures; and that appropriate accounting and record keeping, and internal controls are followed.
 - Input into the development of an annual budget that is aligned with strategic and operational objectives.
- Evaluate current revenue streams and identify new areas for revenue development and growth beyond membership contributions.

Qualifications & Requirements

- A minimum of five years, ideally more, of senior leadership experience in a small to mid-size non-profit and/or healthcare organization, preferably at the Executive Director / CEO level.
- Experience working with a Board of Directors and a proven grasp of governance best practices, ideally with not-for-profits.
- Demonstrated ability to implement strategic and annual plans with growth objectives.

- Experience in financial oversight and financial management.
- Demonstrated success in building strong stakeholder relationships and ability to advocate.
- Ability to identify, manage, and report on organization risk.
- Experience in all areas of program evaluation.
- Excellent skills in project management, negotiation, strategic decision-making, and problem solving.
- Exceptional verbal, written, interpersonal, and presentation skills.
- Ability to influence, motivate, and rally multiple stakeholder groups around a common cause.
- Experience managing and building successful, accountable staff and contractors in a remote work environment.
- Skilled with various technical systems and comfortable adapting to new digital tools. Experience with Microsoft tools and Zoom an asset.
- Demonstrated ability to work independently and successfully manage multiple priorities.
- Related degree in business or health policy or a relevant combination of education and experience.
- Demonstrated commitment to equity, diversity, and inclusion.
- Due to a handful of meetings occurring outside of normal office hours, flexible availability is required

How to Apply

Interested candidates are invited to send a resume and letter of interest to ezrecruitment@sherwoodparkpcn.com by March 10, 2023; please use "EZ PCN Leadership Application" as the subject line. In addition, your letter of interest should answer the following in 300 words or less:

Please tell us what about this role appeals to you most and how you are best suited to it.

In your cover letter, be sure to provide a glimpse of your personality to us. All inquiries and applications will be reviewed in detail and held in strict confidence. Only those candidates chosen for an interview will be contacted. No phone calls please.