



### Job Posting for Positions in TMG

The content of the job posting is aligned with the job description and should not be edited. The hiring manager may add additional information that are important for job applicants to know.

<b>Job Title:</b> Executive Director, Indigenous Health	<b>Band:</b> N	<b>Mosaic Job #:</b> 010070
<b>Department:</b> Learning Lodge	<b>Leadership Level:</b>	
<b>Reports To:</b> Associate Dean, Indigenous Health	<b>Job Family:</b>	

**Department, Unit or Project Description:**

The Faculty of Health Sciences recognizes its role in addressing the underrepresentation of Indigenous peoples in health professions. The Faculty remains committed to advancing Indigenous Health and the programs that support this mandate.

The objective is to respond to the request of the Truth and Reconciliation Commission of Canada of medical and nursing schools and, indeed, all health practitioners to teach our learners about our shared history regarding the colonizing experience of Indigenous peoples in this country. Our broader goal is to graduate health practitioners who are prepared to practice in a culturally safe way with First Nations, Inuit and Métis people and to advocate for the health system reform needed to address the health inequity they experience.

In 2017, senior leadership established the Indigenous Health Initiative (IHI) in the Faculty of Health Sciences. The IHI’s steering committee of Indigenous elders, Indigenous community representatives, McMaster acute care partners and associate deans of the Faculty developed the [Indigenous Health Education Strategic Plan](#) which was endorsed by the Faculty’s Executive Council in 2019, and it will continue to guide us forward in the work we are committed to do.

The implementation of the strategic plan will be achieved through the continuous development of an Indigenous Health Learning Lodge, which is a culturally safe space for Indigenous learners, elders, alumni and faculty to collaborate and continue our work in the Faculty.

The Learning Lodge is a structural entity within the Faculty of Health Science that espouses an Indigenous academic community of staff, faculty, students and Elders with linkages to internal and external collaborators. The Learning Lodge supports the growing momentum to implement the strategic plan. It establishes an Indigenous structural presence, support the Faculty systemic change process and the system reform that is needed to close the gaps in health outcomes, educate non-Indigenous healthcare professionals and faculty and address the barriers that continue to exist for Indigenous learners in the Faculty.

**Job Summary:**

Reporting to the Associate Dean Indigenous Health, the Executive Director (ED) will provide pivotal strategic leadership and advice to faculty, staff and leadership on all policies, practices, programs and initiatives involving Indigenous Peoples. The position is responsible for participating in the creation and implementation of a culturally relevant Indigenous health education strategy that recognizes and includes the diverse Indigenous cultures and communities served by the Faculty of Health Sciences. The ED will work with their respective stakeholders to foster trusting, respectful and culturally safe relationships and services with Indigenous peoples. The ED will lead a developing team to build

administrative capacity- They will also be responsible for engaging with a wide range of First Nations, Métis, and Inuit governments and organizations, Provincial and Federal government agencies and education and research community partners.

Additionally, the ED will facilitate collaboration with multiple stakeholders including the McMaster Indigenous scholarly community, Indigenous communities, and other non-Indigenous health stakeholders.

The ED will demonstrate capacity to incorporate Indigenous perspectives into education, research goals and clinical practice.

As part of the senior leadership team, the ED identifies, develops, and leads the implementation of a variety of initiatives and projects in a fast-paced, multi-dimensional environment. Guided by reconciliation principles, The ED will be a courageous advocate leading change and innovation in Indigenous health science education for faculty, staff, current and future learners in education and research.

The Indigenous Health strategic priority ~~and~~ is a truth and reconciliation commitment and it is critically important that the Executive Director build a financially and operationally sustainable model that supports and grows the Learning Lodge.

### **Accountabilities:**

#### **Strategic and Operational Planning**

- Provides executive leadership to the Indigenous health Learning Lodge in a manner that both guides and supports its vision and mission as defined by the Faculty and aligned with the University and key strategic partners.
- Oversees the planning, implementation and evaluation of the Learning Lodge's core services, ensuring and improving quality, financial viability, operational sustainability and overall effectiveness.
- With direction from the Associate Dean, Indigenous Health and in consultation with an Indigenous Advisory Council, implements the Indigenous health strategy to provide the Learning Lodge core services with an approach that is culturally relevant and safe, and reflects diverse Indigenous perspectives
- Lead diverse initiatives involving complex collaborations across provincial/national/global institutions, sectors and partners meaningfully with stakeholders and decision-makers at all levels.
- Provides responsive and informed consultation to the Associate Dean, Indigenous Health and senior leadership team regarding internal and/or external issues and/or opportunities that affect the Faculty, mobilizing effective response to opportunities.
- Identifies cultural and/or systemic barriers to accessing and implementing services and develops strategies to address these barriers.
- Provides advice, reports progress and presents recommendations to Associate Dean Indigenous Health , & Steering Committee (Indigenous Advisory Council ) regarding the implications and progress on the Indigenous strategy for the Learning Lodge and solutions for enhanced service.

- Works closely with faculty/university leadership in key corporate functions including policy development, strategic planning and project prioritization, and operations. Advancement Network
- Responsible for working with the FHS Communications Team in developing effective and innovative communications strategies that enhance partnerships and outreach
- Provide expertise and guidance to students, staff and faculty in relation to Indigenous Peoples and health education priorities and culture safety
- Research, compile and analyse data from program, service, partnership and planning purposes
- Represent the Faculty on Indigenous health/education related committees as indicated
- Lead the preparation, drafting and editing of reports, discussion papers, proposals and other documents with input from the relevant stakeholders.
- Act as the contact person for the Faculty of Health Sciences and community partners on day-to-day operations of the Learning Lodge
- Must navigate the delicate balance of an aggressive focus on leading health education and research objectives to address the needs of the Faculty, the University and communities we serve, while ensuring respect and cultural safety.

### **Governance & Strategic Leadership**

- Develop recommendations and lead areas of change under the Indigenous health Strategic Plan.
- Support the efforts to implement the Indigenous health Strategic Plan, a vision for the entire Faculty community to achieve meaningful system reform including integration of Indigenous pedagogy into health science curriculum that is inclusive of colonization, reconciliation, anti-racism, and Indigenous ontologies, Indigenous research methodologies and FHS policies.
- Develop and oversee a harmonized approach to governance and management of the Learning Lodge.
- Foster Institutional and individually Indigenous allyship across the Faculty through promotion and participation in educational strategies to support and advance the Learning Lodge mandate.
- Active participant/member of the Indigenous Steering Committee, the Indigenous Advisory Council and the Indigenous Education Council.

### **Stakeholder and Community Relations**

- Collaborate, build partnerships and liaise with Federal and Provincial levels of government, Indigenous organizations, Metis, Inuit and First Nations funding granting agencies, professional health organizations, accrediting institutions, and community groups.
- Establish strong relationships with health researchers, traditional and western practitioners, academics, Elders and Aboriginal community members, local integrated health networks, NGO's and government organizations.
- Externally, alongside the Associate Dean, this position regularly engages with the media, government and key stakeholders and must do so with expert knowledge, sophistication and skill demonstrating high emotional intelligence and robust relationship management
- Liaise with Indigenous faculty and Indigenous programs university-wide to enhance the Indigenous student experience at McMaster.
- Facilitate knowledge exchange with Indigenous community partners, health system decision makers and leaders to promote and inspire commitment to anti-racist learning and awareness as a pathway to changing practices and policies and improving health outcomes for Indigenous people.

- Establish and maintain internal partnerships and collaborations within the Faculty of Health Sciences and other relevant disciplines.

### **Human Resource Management**

- Manages human resources planning and development within the Learning Lodge; ensures compliance with Human Resources policies and procedures including compliance with collective agreements.
- Ensures that human resources are well managed to meet strategic and operational needs of the Faculty community; examines, assesses and forecasts long term and immediate resources needs.
- The ED is responsible for interviewing, hiring, training, evaluating staff performance, mentoring and taking disciplinary measures as required.
- Develops and supports a strong, dedicated and trusted team; engages in personal and team development.
- Ensure the smooth and positive functioning of the department through identification, mediation, and resolution of issues involving various stakeholders
- Provide expertise on Indigenous relations, community partnerships, Indigenous applied research and advise to University/Faculty stakeholders on policies and procedures
- Provides leadership, guidance, coaching, and development to a team of Indigenous Practice Advisors and others, as needed.

### **Financial and Resource Planning and Operations**

- The ED is directly accountable to ensure fiscal responsibility for oversight of the operating budget of the Learning Lodge.
- Ensures that financial and information systems are well managed to meet strategic and operational needs of the Learning Lodge; examines, assesses and forecasts long term and immediate human resources needs; recommends reallocation of resources within the Learning Lodge.
- Works closely with Indigenous and non-Indigenous communities, governments, organizations, associations, government funding agencies and departments to maintain and develop effective partnerships and agreements including new funding opportunities.

### **Qualifications:**

#### *Education:*

- A level of education, training, and experience equivalent to an Undergraduate degree in business, community development, education, social work or other relevant discipline; Master's degree is preferred.

#### *Experience:*

- Minimum 5-7 years experience in a senior administrative position within a unionized environment; university and/or health environment preferred
- Experience in Indigenous education/training, working with Indigenous faculty, student and community groups, and experience with internal/external relations related to Indigenous community partnership development
- Prior experience leading, developing and implementing strategy, programs and initiatives that facilitates a sensitive cross-cultural work and learning environment Demonstrated experience and success collaborating across departments and working with leadership and community partners to influence strategy and effect change across the organization
- Leadership, management and conflict resolution experience, including hiring and supervision of staff

- Experience in developing and managing budgets, financial forecasts and projections, analysis and development of appropriate financial controls and reporting to oversee financial operations of department
- Experience leading committees, including setting strategic agendas and overseeing resulting outputs/actions as well as managing diverse groups with competing priorities so that a shared understanding of goals, priorities and actions is achieved.

*Knowledge/Skills:*

- To fulfill McMaster's commitment to diversity, equity and inclusivity and pursuant to Section 24 of the Ontario Human Rights Code (the Code), this position is restricted to applicants who identify as a member of an Indigenous community (First Nations, Métis and Inuit peoples). Candidates from this designated group are invited to self-identify in their cover letter, in a transparent manner, as part of the application process. Fluency in an Indigenous language will be considered a definite asset.
- Lived experience with Indigenous populations and demonstrated extensive knowledge of Indigenous health care needs, services, and issues as well as knowledge of culture, protocols, traditions, and ideology of Indigenous people and organizations in Ontario.
- Knowledge and understanding of the Truth and Reconciliation Commission of Canada: Calls to Action, including calls to action for change in health education, social determinants of health and health inequalities, and Ontario's Indigenous health and social service policy direction
- Knowledge about cultural safety and critical race perspectives for improving health and social care, specific to Indigenous populations in Ontario
- Working knowledge of the systems and programs of health professions education and post-secondary education in the province of Ontario, and nationally where relevant
- Proficient knowledge and understanding of relevant provincial, federal, and global jurisdictions and related legislation
- Demonstrated ability to adapt/apply culturally respectful responses to the diverse needs of Indigenous Peoples and their communities.
- Ability to oversee and operationalize work plans from strategic objectives; demonstrated capacity to undertake program evaluation and implement continuous improvement practices;
- Ability to quickly understand the vision of the Associate Dean and Steering Committee and translate into practical work streams and outcomes.
- Ability to synthesize, analyze and interpret information from a variety of sources, conceptualize plans and workable solutions for dealing with an array of issues; excellent ability to think and act both strategically and tactically; ability to look at the big picture and search for insightful, creative solutions.
- Ability to work cross-functionally and collaboratively with others; ability to mobilize teams; ability to build and maintain collaborative relationships with various levels within the University and with external partners on a national scale.
- Ability to strategically navigate sensitive situations successfully
- Strong leadership, project management and change management skills.
- Strong critical thinking skills with the ability to efficiently and resourcefully analyze and resolve problems using negotiation, group facilitation and conflict resolution skills.
- Superior writing and oral communication skills; experience writing reports and delivering presentations.
- Strong organizational skills and ability to work in a dynamic environment, meeting multiple deadlines.
- Superior interpersonal, time management and project management skills.
- Proficient computer skills and knowledge of common information technology systems
- Self-motivated, with a proactive approach to all duties;

- Ability to travel throughout the Faculty of Health Sciences' geographically distributed education network throughout Southwestern Ontario

**Additional information:**

**Leadership Effectiveness:**

McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these *Leadership Capabilities* by: *Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.*

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**Please click on the link below to access the postings for external applicants; select Staff postings; and then select Exec. Director, Indigenous Health** – Job ID#36394 to review the details and to apply:

<https://hr.mcmaster.ca/careers/current-opportunities/>