**Sample Job Description**

[INSERT ORGANIZATION LOGO HERE]

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title | [POSITION] | Position Type | [FULL-TIME/PART-TIME (NUMBER OF HOURS/WEEK)] |
| Reports to | [POSITION], [ORGANIZATION] | Reporting to this Role | [POSITION TITLE, if applicable] |

**JOB SUMMARY**

[Insert summary of position’s main roles and responsibilities.]

**Organizational Status**

[Insert summary of organization’s history, mission and purpose. Example: [ORGANIZATION] is a community-based non-profit organization made up of physicians in the [X] region to achieve common health goals. [ORGANIZATION] works collaboratively with health authorities and community partners to enhance local patient care and improve professional satisfaction for physicians.]

**Work Performed**

[Example: Operations]

* [Insert detailed list of responsibilities]
* Develop an annual operational plan to achieve the strategic direction of the Division
* Responsible for the planning, implementation, oversight, monitoring and evaluation of all the Division’s programs, services and special projects

[Example: Financial and Risk Management]

* Work with staff and the Board to prepare a comprehensive annual budget aligned with strategic and operational plans
* Ensure that the Division complies with all legislation regarding taxation, withholdings and remittances, and, in collaboration with the Bookkeeper, work with the auditor annually or as required
* Ensure that the Division complies with all legislation regarding taxation, withholdings and remittances, and, in collaboration with the Bookkeeper, work with the auditor annually or as required

[OTHER CATEGORY #1]

* [Insert detailed list of responsibilities]

[OTHER CATEGORY #2]

* [Insert detailed list of responsibilities]

[OTHER CATEGORY #3]

* [Insert detailed list of responsibilities]

**WorkIng Conditions**

[Example: The [X] position requires availability to work from Monday to Friday during regular working hours with the possibility of attending occasional evening and/or weekend meetings. Frequent travel may be necessary across the [X] region and so reliable transportation is required.]

**QUALIFICATIONS**

[Insert detailed list of required qualifications]

* Bachelor’s degree in a related field (e.g. [X] or [X]) or equivalent combination of experience and education
* Minimum 5 years of recent related experience
* Experience with managing a substantial operational budget and knowledge of financial management, including fund-accounting, budget preparation and working with staff and the Board to oversee financial accountability
* Demonstrated experience dealing with media and government officials and acting as the public representative of an organization
* Proven diplomacy, tact, empathy and understanding of sensitive of confidential issues
* Provide calendar invitations to any upcoming meetings that employee is expected to attend

**SKILLS and Knowledge**

[Insert detailed list of required skills and knowledge]

* Champions positive working relationships with a diverse set of colleagues and external stakeholders
* Knowledge of the BC primary health care system is an asset
* Knowledge of labour relations issues, including full cycle recruitment, performance management, strategic HR functions, and leading a diverse team of employees and contractors
* Experience facilitating organizational change in a collaborative working environment, including acting as a mentor, coach and mediator
* Able to set goals, create and implement action plans, monitor progress towards goals and the process and results
* Exemplary interpersonal, communication, listening and conflict resolution skills. Encourages open exchange of information and ideas using appropriate communication
* Able to identify problems and demonstrate resourcefulness and creativity in solving them