



## **Middlesex-London Paramedic Service JOB OPENING**

### **Non Union**

**Job Title: Commander/Manager of Administration**

**Job Opening ID: Admin-2018-01**

**Location: Middlesex-London Paramedic Service Headquarters**

**Full Time/Part Time: Full Time**

**Post Date: October 11, 2018**

**Positions: 1**

**Standard Hours: 35/ week**

**Regular/Temporary: Regular**

**Close Date: October 26, 2018**

**no later than 12 noon**

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### **Job Summary**

Reporting to the Chief of Middlesex-London Paramedic Service (MLPS), this senior administrative and leadership position contributes to the overall business performance of the Service based on current, emerging and long term needs. Through the development and implementation of sound management practices and procedures, the Commander/Manager of Administration is directly accountable for portfolios that include: Human Resources, strategic planning, logistics department and operational support including business/financial administration, property/equipment management, and information technology.

Under the general direction of the Chief, the Commander/Manager of Administration supports Middlesex-London Paramedic Service in achieving its mission of delivering efficient and high quality emergency response and care service to the population of Middlesex-London by developing multi-year plans, preparing and managing annual operational plans and budgets in keeping with priorities for the Service, developing and achieving system performance measures, and operationalizing plans with a view to effective implementation and evaluation.

The Commander/Manager of Administration will work within guidelines such as the Ambulance Act and Regulations, the Public Health Act, Occupational Health and Safety Act, OMERS Act, Pension Benefits Act, Radio Act (Canada) policies, procedures and collective agreements, and will exercise these duties and authorities using prudent judgment for the planning and service delivery.

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### **Education**

- A Bachelors or Masters Degree in a related discipline.
- A proven senior manager who has experience leading a multi-disciplinary team.
- A combination of experience and education relevant to this position.
- Minimum of 3-5 years supervisory management experience leading teams with a conceptual and working knowledge in human resource management, financial management applications including budgets, information/computer systems management, program planning and evaluation



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## **Leadership and Business**

- Strong experience and background in leading multi-disciplinary teams
- leadership and interpersonal management skills
- strategic planning
- organizational design/restructuring design
- program design/implementation/evaluation
- financial/contract negotiation
- in-depth knowledge of government and community partnerships
- research, analysis and interpretation of social policy
- effective budgeting practices and financial management skills
- experience with logistics teams/environment
- conflict/resolution
- information/computer management

## **Administration**

- task management (developing, organizing, planning, delegating)
- project management
- systems management
- strategic planning
- design quality control standards/measures
- change management
- labour relations/human resources management
- logistics management

## **Communication and Professionalism**

- effective written and oral communication skills
- listening skills
- superior interpersonal skills
- coaching/motivational skills
- adaptability
- ability to represent Middlesex-London Paramedic Service within corporation and with external partners



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### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Co-ordinate the development of departmental strategic business plan and operational plans in conjunction with the Chief, Middlesex-London Paramedic Service and the Senior Management Team; provide advice to all areas within the service for allocation of resources to achieve desired results; co-ordinate reporting on system's performance.
- Oversee the preparation of the overall Service budget and offer assistance to department leaders as necessary.
- Develop and recommend administrative improvements to enhance overall system operations and associated policy and procedure changes; recommend communication strategies to the Chief, Middlesex-London Paramedic Service to support system initiatives to ensure staff is informed.
- Participate as member of the Senior Management Team.
- Provide staff with program planning information. Monitor all factors (Federal, Provincial, & Municipal) with fiscal impact, and recommend actions for implementation.
- In consultation with Chief, oversee the preparation of all contractual & legislated reporting. Participate in financial negotiations with the Ministry as requested.
- Provide advice on proper financial accountability frameworks regarding areas such as transfer payments, internal operations, and financial reporting.
- Provide leadership and support to Middlesex-London Paramedic Service in managing organizational change and introducing new technologies ensuring effective labour relations strategies.
- Coordinate/lead the service departments to establish plans for Information Technology, Human Resources, logistics and service administration; identify opportunities to streamline/improve business processes and operations.
- Represent the system on corporate projects and actively support and ensure the systems implementation of corporate initiatives and priorities that are directed to improve effectiveness of operations and development of employees.

### **Special Requirements:**

- In accordance with the Criminal Record Check Policy, this position requires the incumbent to undergo a Police Criminal Record Check for this position (no more than 30 days old).
- Vaccine: Influenza Shot – Preferred
- Must possess and maintain a valid Class "G" Ontario Driver's License - Required



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### **Closing Statement**

Applicants interested in the position may submit a cover letter, resume, and supporting documentation in confidence to Chief Neal Roberts, via email at [nroberts@mlems.ca](mailto:nroberts@mlems.ca) quoting the job title in the subject line.

**The deadline for submission is 12:00 (EST) pm on October 26, 2018**

Middlesex-London Paramedic Service is committed to fostering a positive and progressive workforce that is representative of the citizens we serve.

In accordance with the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act and Middlesex-London Paramedic Service's Accommodation Policy, a request for accommodation will be accepted as part of the hiring process.

To avoid any delays in the recruitment process, if you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. You may also be required to submit adequate medical/other documentation to Middlesex-London Paramedic Service to support your request for accommodation.

Applicant information is collected under the Municipal Freedom of Information Act, and will be held in confidence, and only be used for candidate selection. We are dedicated to equal opportunity employment. Although we are very thankful for all applications, only those selected for an interview will be contacted.