

Job Description

Job Title: Executive Director	Reports to: Board of Directors
Full time/ Part time: Full time	To be Reviewed/Updated: Annually
Business Unit: SPPCN Main offices	Job Classification: Executive

POSITION SUMMARY

The Executive Director is the senior executive leader of the Sherwood Park Family Physicians NPC, operating as the Sherwood Park–Strathcona County Primary Care Network (SPPCN). Reporting to the Board of Directors, the Executive Director provides strategic, operational, financial, and organizational leadership and is accountable for ensuring SPPCN fulfills its mandate in accordance with legislation, the PCN Grant Agreement, PCN Program Policies, approved plans and budgets, and governance requirements.

The Executive Director leads the implementation of SPPCN’s strategic and business plans and oversees organizational performance and day-to-day operations. Key accountabilities include:

- **Strategy and governance:** translating Board direction into measurable plans, advising on emerging issues and risks, and supporting effective governance and decision-making;
- **Compliance and accountability:** meeting obligations under the PCN Grant Agreement, PCN Program Policies, legislation, approved plans and budgets, and related reporting requirements;
- **Programs and performance:** ensuring the delivery, evaluation, and continuous improvement of high-quality, evidence-informed primary care programs and services;
- **People and culture:** leading an accountable, engaged, and high-performing organization with effective performance management, leadership development, and succession planning;
- **Financial and operational stewardship:** overseeing financial resources, contracts, information, infrastructure, privacy, security, business continuity, and enterprise risk; and
- **Partnerships and system leadership:** building productive relationships with physician members, patients, staff, funders, community organizations, service providers, government, and health-system partners.

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Advise the Board and its committees on strategy, policy, governance, organizational performance, emerging issues, opportunities, and risks, and ensure timely follow-up on decisions and action items
- Lead strategic, annual business, operational, and budget planning based on Board direction, community needs, evidence, system priorities, and available resources
- Ensure compliance with the PCN Grant Agreement, applicable PCN Program Policies, legislation, approved business plans and budgets, and other contractual or regulatory obligations, including accurate and timely financial, operational, performance, and other required reporting
- Develop, implement, and maintain organizational policies, procedures, systems, controls, and practices that support safe, equitable, effective, and efficient operations and program delivery
- Oversee the design, implementation, evaluation, continuous improvement, and transition to sustained operations of SPPCN programs, services, research, and improvement initiatives
- Establish organizational and program performance measures and use results, evidence, and stakeholder feedback to support accountability, quality improvement, and informed decision-making

- Lead and supervise SPPCN Directors, Human Resources Manager, Business Services Advisor, Executive Assistant, and contractors, establishing clear accountabilities and supporting effective performance management, workforce planning, succession planning, leadership development, and an engaged, high-performing workplace
- Provide overall financial stewardship, including oversight of a multi-million-dollar budget, forecasting, disciplined cost control, internal controls, banking, investments, contracts, procurement, insurance, audits, and financial risk
- Oversee enterprise risk management, privacy, information security, records management, quality assurance, and business continuity, ensuring information and corporate records are accurate, secure, accessible, and retained appropriately
- Build collaborative relationships with physician members, patients, staff, funders, government, community organizations, service providers, Primary and Preventative Health Services, Primary Care Alberta, the Alberta Medical Association, and other health-system partners
- Support multidisciplinary collaboration and pursue funding, service, and partnership opportunities that advance the coordination, accessibility, delivery, and evaluation of primary health care
- Monitor regional, provincial, and national developments and anticipate their implications for SPPCN, its physician members, programs, workforce, and communities served
- Ensure SPPCN has appropriate facilities, technology, administrative systems, and operational supports to deliver its mandate effectively
- Perform other duties consistent with the scope and level of the position

EDUCATION & EXPERIENCE

- Bachelor's degree in health administration, business administration, public administration, health sciences, or a related field
- Graduate degree in business, health administration, public policy, or a related discipline is preferred
- A minimum of five years of progressive senior leadership experience in a complex organization, including responsibility for organizational strategy, operations, finances, people, and risk. Experience as an Executive Director or equivalent senior executive is a strong asset
- Demonstrated experience working with a governing Board and leading business planning, financial management, human resources, organizational change, quality improvement, stakeholder engagement, and regulatory or contractual compliance
- Experience in health care, primary care, a not-for-profit organization, or a physician-led environment is preferred

SKILLS & ABILITIES

A successful Executive Director will possess and demonstrate the following key qualifications, attributes, and skills:

- Strategic and systems thinking, with the ability to translate complex priorities into practical plans, clear accountabilities, and measurable results
- Strong financial and business acumen, including knowledge of budgeting, forecasting, internal controls, contracts, compliance, and enterprise risk management
- Ability to lead, coach, and develop leaders and teams and foster a collaborative, accountable, inclusive, and high-performing workplace culture
- Exceptional written and verbal communication, facilitation, and presentation skills, with the ability to tailor complex information to varied audiences
- Sound judgement, political acuity, and demonstrated skill in stakeholder engagement, consensus building, conflict resolution, and interest-based negotiation
- Strong project and change leadership skills, including the ability to guide initiatives from concept through implementation, evaluation, and sustained operations

- Ability to anticipate issues, manage competing priorities, make timely decisions, and remain effective in a complex and evolving environment
- Advanced technology skills, including proficiency with Microsoft Office, SharePoint, and financial software to support reporting, analysis, and decision-making

PERSONAL ATTRIBUTES AND COMPETENCIES

- Integrity, professionalism, discretion, and accountability
- A positive, resilient, adaptable, and solutions-oriented leadership approach
- Composure and decisiveness when managing ambiguity, change, sensitive issues, and competing priorities
- Commitment to inclusion, respectful relationships, ethical conduct, and consideration of diverse perspectives
- Willingness to ask constructive questions, address difficult issues, and engage in candid, respectful conversations

OTHER OCCUPATIONAL REQUIREMENTS

- A current and clear Criminal Record Check, including a Vulnerable Sector Check, is required prior to start date
- Valid driver's licence and access to a vehicle for travel
- Flexibility to work outside regular business hours, including some early mornings and evenings, based on operational and stakeholder needs

DISCLAIMER

This job description summarizes the principal responsibilities and requirements of the position and is not exhaustive. Other duties consistent with the scope and level of the role may be assigned. The job description will be reviewed periodically and may be updated as organizational needs evolve.