Interlake-Eastern
Regional Health Authority

POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR, CORPORATE SERVICES

DEPARTMENT: CORPORATE SERVICES

CLASSIFICATION: MANAGEMENT

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: VICE-PRESIDENT, CORPORATE SERVICES AND CHIEF FINANCIAL OFFICER

POSITIONS SUPERVISED: MANAGER- MATERIALS SERVICES, REGIONAL MANAGER- HEALTH INFORMATION SERVICES, DIRECTOR- SUPPORT SERVICES AND REGIONAL MANAGER- DISASTER MANAGEMENT

POSITION SUMMARY

Reporting to the Vice-President, Corporate Services and Chief Financial Officer, the Executive Director, Corporate Services provides strategic and operational, leadership and oversight for regional programs and services, including Materials Management, Health Information Services, Support Services, Disaster Management/Security and Ancillary Services.

This Executive role is expected to set program priorities in alignment with organizational and provincial mandates, including implementation of provincially funded and mandated initiatives. The role is part of a collaborative organizational staff and management team and is expected to manage individual/portfolio performance, productivity and outcomes while maintaining a strong working relationship with staff, organizational leaders, community partners, provincial stakeholders, government agencies, and the Interlake-Eastern Regional Health Authority (IERHA) President/CEO and Senior Leadership Team.

The position of Executive Director functions in a manner consistent with, and supports the mission, vision and values of the IERHA.

IERHA is committed to responding to the Truth and Reconciliation Commission of Canada's Calls to Action and creating working environments free of racism for both clients and employees. All staff members are encouraged to seek and identify patterns of harm towards Indigenous, black and marginalized clients and employees and to take actions to disrupt any form

of racism. Collectively and individually, we are growing cultural competency capacity by implementing the region's anti-racism action plan.

ESSENTIAL FUNCTIONS AND DUTIES

Functions and duties include, but are not limited to, the following:

Strategic Leadership and Planning

- Provides executive leadership for the Corporate Services programs, ensuring alignment with organizational goals, provincial mandates, and applicable legislation, regulations, and standards.
- Acts as a senior advisor to the Vice-President on Corporate Services programs, identifying and implementing action plans to address emerging risks, opportunities, and service gaps.
- Translates strategic priorities into operational plans and measurable outcomes.
- Contributes to the development and implementation of the Annual Operating Plan and multi-year and rolling five-year strategic plans.
- Provides vision and leadership in the development and implementation of proposals to enhance existing programs and introduce new initiatives.

Program Delivery, Quality, and Improvement

- Oversees the delivery of safe, high-quality, evidence-informed program delivery.
- Promotes program planning that is responsive to current and projected health system needs, fostering a culture of continuous quality improvement, learning, and innovation.
- Leads and supports service redesign initiatives that respond to population health needs, trends, and system pressures.
- Reviews and establishes accountability processes, including data collection and analysis, to enable data-driven decision-making, improve system performance, and identify and close health equity gaps.
- Accreditation and Manitoba Association for Safety in Health compliance.

People Leadership and Workplace Culture

- Leads with integrity, transparency, and accountability while modeling respect, inclusion, and psychological safety.
- Promotes a culture of transparent leadership and mutual respect between management and front-line staff.
- Champions a culture where staff at all levels are empowered, heard, and supported to lead practice and system change.
- Mentors and provides consultative support to direct reports, fostering a healthy, respectful, and inclusive work environment that supports employee engagement and accountability.
- Creates an environment that fosters teamwork and positive employee relations.
- Supports the identification, development, and succession of emerging leaders.

Equity, Cultural Safety, and Reconciliation

- Integrates anti-racism, equity, diversity, and inclusion principles into all workforce, governance, and service delivery decisions.
- Promotes culturally safe, inclusive, and accessible services for diverse populations.
- Engages with community stakeholders to strengthen social determinants of health, including housing and community supports.

Partnerships and System Collaboration

- Builds and maintains strong collaborative relationships with First Nations, community partners, regional and provincial stakeholders, and government agencies.
- Represents IERHA on regional, provincial, and inter-sectoral committees related to Corporate Services.
- Promotes regionalization and integration of programs and services within the portfolio through collaboration, communication, and innovation.

Financial and Resource Stewardship

- Establishes a culture of fiscal and resource stewardship by overseeing financial planning, budgeting, and expenditure monitoring to achieve approved fiscal targets.

Governance and Communication

- Assists in the interpretation and communication of regional goals, philosophies, policies, and procedures to management and staff, as required.
- Pursuant to the *Health System Governance and Accountability Act*, IERHA is a designated bilingual (English/French) organization; accordingly, all employees accept responsibility to support clients in their official language of choice.

Specific Program Functions

Materials Management

- Oversight of contract compliance, internal control, and buying strategies in collaboration with centralized procurement at government of Manitoba.
- Materials shortage response and new requirements management.

Disaster Management and Security

- Environmental emergency and disaster preparedness and response challenges including staff code training, leadership communication and Incident Command leadership.
- Security program and team oversight to ensure a stable and responsive security presence and response process to preserve the safety of patients and staff.

Health Information Services

- Effective Health Information program including effective registration processes including REI (Racial Ethnicity and Indigeneity) and data storage and retrieval systems, EPR/ECR, and privacy, including FIPPA requests.

Support Services

- Effective delivery of Laundry and Dietary services across all regional sites including planning involvement in capital projects, staffing management and implementation of provincial initiatives.

Ancillary Services

- Oversight of parking services, TV services/patient entertainment, printers, fleet management, accommodation/lease management, specific purpose agreements and assorted contracts review, accessibility compliance.

Other

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Possess a degree in a related discipline.
- A suitable combination of post-secondary education and health care experience relevant to the position may be considered.

REQUIRED KNOWLEDGE:

- Demonstrated knowledge of the Manitoba and Canadian health care systems including broad understanding of issues in rural health service delivery.
- Understanding of community development principles.
- Knowledge of Labor Law and Workplace Health and Safety Regulations.
- Knowledge of computer applications integral to health information management.
- Knowledge and proficiency in Microsoft Office (Outlook, Excel, Word, MS Teams, and PowerPoint) and experience in health information technologies, systems, and trends.
- Knowledge and experience in health information management.
- Demonstrated knowledge of relevant legislation and regulations.
- Familiarity with digital integration and optimization.
- Demonstrated knowledge and understanding of data driven planning, improvement, and accountability.

EXPERIENCE REQUIRED:

- Has a proven history of effectively developing and supporting leaders and teams to achieve program outcomes while ensuring a positive work culture.
- Demonstrated experience in effective project management.
- History of sustained effective partnerships with First Nations, community partners and stakeholders.
- Ability to be adaptable, build trust, provide coaching, facilitate positive change and promote continuous improvement.
- Has effectively established structures and processes that align with improved outcomes.
- Evidence of strong interpersonal, communication, and leadership competencies, effective critical thinking and proactive problem solving, and the ability to set priorities, manage multiple responsibilities, and work collaboratively within a complex organization.
- Minimum of five (5) years of middle-senior level management experience.

SKILLS/COMPETENCIES:

- Achieving outcomes in data driven process optimization and improvement.
- Exemplifying leadership through words, actions, and results.
- Building and maintaining positive working relationships with internal and external operational and strategic partners.
- Team building, including healthy conflict resolution.
- Facilitate cross program integration and collaboration.
- Problem-solving including creating and implementing innovative solutions to historical problems, and solution finding across-jurisdictions.
- Demonstrated commitment to Reconciliation actions, including anti-racism.
- Solution-focused and action-oriented approach to understanding health equity and to closing health equity gaps.
- Commitment to the vision, mission, and values of the IERHA.

- High level of integrity, confidentiality and accountability.
- Experience achieving fiscal targets including preparation and management of budgets.
- Demonstrated knowledge of health ethics and a commitment to working within an ethical framework that encourages evidenced-based decision making, accountability, transparency, and flexibility.
- Valid Manitoba driver's license.
- Given the cultural diversity of our region, the ability to communicate in more than one language is considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Participates in the Senior Leadership On-call rotation.
- May serve in an Acting Vice-President capacity when designated.
- Will be required to travel throughout the region as responsibilities require.
- Evening and weekend work as required.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the IERHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow-up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Manitoba Association of Safety in Healthcare (MASH), Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: June 2026
Date

Revised: _____
Date

Approved by: _____ _____
Regional Manager/ Supervisor Date

Approved by: _____ June 11, 2026
Executive Lead/ CEO Date

Reviewed by: _____ June 10, 2026
Executive Lead, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.