



# HEALTH CAREER OPTIONS GUIDE

for internationally educated health professionals

## Government Manager: Health and Social Policy Development and Program Administration

This profession is also known as:

- health program operations manager - government services
- health strategies manager - government services
- home care services director - government services
- immigration appeals manager - government services
- local health services director - government services



What is a government manager in Health and Social Policy development and program administration?

Government managers plan, organize, direct, control and evaluate the development and administration of health care policies, social policies and related programs designed to protect and promote the health and social welfare of individuals and communities.

What are the main duties of government managers?

Government managers in health and social policy development and program administration perform some or all of the following duties:

- Participate in the development of health or social policies by providing advice to senior government managers
- Organize departmental unit and establish procedures to meet departmental objectives set by senior management
- Direct and advise health or social policy researchers, consultants or program officers who conduct research, prepare documents or administer programs for individuals and communities in areas such as health and social services, employment and immigration, labour or housing
- Plan, administer and control budgets for research and administration, support services and equipment and supplies
- Organize and direct committees and working groups to plan, manage or evaluate health and social services projects and programs
- Interview, hire and provide training for staff

What personal characteristics or desired traits should I have for this profession?

- Conduct research
- Have strong planning and leadership skills
- Work well with other people and on your own

## Where do government managers work?

These managers are employed in government departments and agencies.

## What are the typical work conditions of government managers?

- Office space is usual place of work, weekdays, no weekends
- May require travel
- May be required to work overtime on weekdays or weekend

## What qualifications do I need?

- A bachelor's degree or college diploma in health science, hospital administration or public administration or a bachelor's degree in social science is required.
- A graduate degree in a health, social science or an administrative discipline may be required.
- Several years of experience as a health or social policy researcher, consultant or program officer are usually required.

## What communication skills do I need?

- Speak, write and read English and /or French
- Understand health and medical terminology
- communicate in person, on the phone and in writing with the public and other medical staff.
- take notes, write reports and give presentations.

## What wage should I expect for this work?

- Average Canadian Hourly wage Low 30.45 Median 46.15 High 59.89  
[http://www.jobbank.gc.ca/LMI\\_report\\_bynoc.do?noc=0411&reportOption=wage](http://www.jobbank.gc.ca/LMI_report_bynoc.do?noc=0411&reportOption=wage)
- Career Outlook  
[http://www.jobbank.gc.ca/LMI\\_report\\_bynoc.do?noc=0411&reportOption=outlook](http://www.jobbank.gc.ca/LMI_report_bynoc.do?noc=0411&reportOption=outlook)

## Are there opportunities for advancement?

Progression to senior management positions in the health and social policy fields is possible with experience.

## More About

- National Occupation Code: 0411  
The government of Canada has given a code to every occupation/profession. To learn more about government managers visit  
<http://www5.hrsdc.gc.ca/NOC/English/CH/2001/Profile.aspx?v=0411.0>
- Career Outlook  
[http://www.jobbank.gc.ca/LMI\\_report\\_bynoc.do?noc=0411&reportOption=outlook](http://www.jobbank.gc.ca/LMI_report_bynoc.do?noc=0411&reportOption=outlook)



## References

- Government of Canada, Job Bank
- Government of Canada, National Occupational Classification 2011, (NOC 0411)
- Canadian Information Centre for International Credentials (CICIC)