



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Senior Analyst, Medical Travel	
Position Number(s)	Community	Division/Region(s)
17-13401	Yellowknife	Medical Services/Stanton

## PURPOSE OF THE POSITION

This position is responsible for planning, monitoring, analyzing, evaluating and reporting on the delivery of the GNWT Medical Travel Program to residents of the Northwest Territories. The incumbent conducts research, analyses and provides recommendations on issues related to the delivery of the medical travel program both in-territory and out-of-territory. The analyses and recommendations will directly impact the health and social services system and the effective management of the medical travel program for NWT residents.

This position is located in Yellowknife and reports to the Manager, Medical Travel.

## SCOPE

The Senior Analyst - Medical Travel provides expert advice and makes recommendations to Stanton's Senior Management Team and to Senior Management of the Department Health and Social Services on matters related to the design, delivery and utilization of in territory and out-of-territory medical travel. Through the use of sound planning, monitoring and evaluation techniques the incumbent ensures that medical travel services are designed and delivered effectively, efficiently and adhering to the medical travel policies.

The Senior Analyst is also accountable for the analysis, preparation, evaluation, monitoring and reporting of the Medical Travel budget. This is achieved through the exercise of discretion and latitude in developing, monitoring and evaluating of the budget while recognizing that spending must comply with set financial legislation, policies and procedures. Inadequate and improper monitoring, analyzing and assessing of financial activities may result in inaccurate

advice to senior management, which will have a negative impact on the efficient and effective delivery of this territorial program.

The incumbent will work with colleagues within and outside the Authority. Working closely with the Authorities, the Medical Travel Officers, and the Department of Human Resources the Senior Analyst - Medical Travel is accountable for the planning, monitoring, analyses, reporting and providing recommendations on the design and delivery of the GNWT Medical Travel Program. The Medical Travel budget is approximately \$29M.

## **RESPONSIBILITIES**

### **1. Analyze, evaluate, monitor and report on the delivery and utilization of Medical Travel in territory and out-of-territory.**

- Develop monitoring and reporting systems to track the utilization of medical travel by residents of the NWT.
- Develop and implement accountability measures to ensure adherence to medical travel policies and guidelines.
- Regularly assess and report on medical travel services provided in-territory and out-of-territory and identify any emerging trends or issues.
- Develop and/or uses method to project short, medium and long-term utilization of medical travel.
- Develop a quarterly "report card" on the provision of medical travel services across NWT and out-of-territory.

### **2. Develop, monitor, analyze and report on the Medical Travel budget.**

- Develop the annual departmental operational and capital budget for all programs and services provided under the Medical Travel program.
- Monitor and report on budget variances on a quarterly basis, and as required to Senior Management.
- Review, project and recommend expenditure and revenue resources as and when required by Senior Management.
- Verify and reconcile monthly reports from the Finance Department to ensure all transactions are recorded properly.
- Develop and implement control measures to ensure compliance with relevant financial principles and financial procedures.
- Monitor operational budget for medical travel and provide guidance and advice concerning financial management of the medical travel program.

### **3. Provide analysis and program advice and briefing material for Senior management on the complete range of issues related to the medical travel program.**

- Provide recommendation to Senior Management on financial and program delivery issues related to the provision of medical travel services to NWT residents.
- Provide expert research, analysis and financial advice on the delivery of medical travel, including writing funding proposals for supplementary funding and business plans.

- Provide advice on fiscal impacts of proposed policy or procedure changes related to the GNWT Medical Travel Program.
- Draft briefing materials and provide expert opinions on the fiscal impact of changes to the Medical Travel Program.

## **WORKING CONDITIONS**

*(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)*

### **Physical Demands**

As typically associated with an office position. Normal intensity, frequency and duration.

### **Environmental Conditions**

As typically associated with an office position. Normal intensity, frequency and duration.

### **Sensory Demands**

As typically associated with an office position. Normal intensity, frequency and duration.

### **Mental Demands**

As typically associated with an office position. Normal intensity, frequency and duration.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proficiency in using database, spreadsheet and word-processing software is required.
- Demonstrated strong research and analytical skills are required.
- The incumbent must have strong financial/budget planning knowledge and skills, along with strong communication and presentation skills.
- Ability to communicate verbally and in writing about complex program analysis and financial performance is required.
- A high level of adaptability and initiative combined with the commitment and enthusiasm is necessary to ensure the effective management of the medical travel program.
- A solid understanding of the health care system and the delivery of NWT health services is critical to the success of this position.

### **Typically, the above qualifications would be attained by:**

A combination of a bachelor's degree in health care administration, business administration, health professional or other similar degree program, along with experience in the health care field.

## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one)

- ☐ French required
- ☐ French preferred
- ☒ French not required