

IDENTIFICATION

Department	Position Title	
Health & Social Services	Director, Population Health	
Position Number	Community	Division/Region
49-5924	Yellowknife	Population Health

PURPOSE OF THE POSITION

The Director, Population Health is accountable for planning, design, development and coordination, monitoring, review (quality assurance and evaluation) and ongoing management of the Communicable Disease Control, Epidemiology/Disease Registries and the Environmental Health Units. The mandate of the division is to ensure that community and population level health protection, disease management and prevention services are delivered in an effective and efficient manner while meeting established standards throughout the NWT.

The Director is responsible for adherence to applicable legislation and regulations including the *NWT Public Health Act*, the *Hospital, Insurance, Health and Social Services Administration Act* (HIHSS), and the *Pharmacy Act*. The Director also has responsibility for ensuring the integration of traditional knowledge on health and wellness into programming activities within the areas of responsibility.

SCOPE

The Director, Population Health reports directly to the Chief Public Health Officer and leads a team of 21 staff in the provision of expertise, guidance and/or direction pertaining to population health programs. The analysis and feedback on population and community health and well-being is required for facilitation of good decision making with regard to resource allocation and prioritization. This information also supports evaluation of programs and activities accruing at the territorial, regional and community levels. Staff appointed under the *Public Health Act of the NWT* carry statutory authority to ensure that all provisions of the Act are carried out in accordance with the Act. The Director and staff work closely with the Chief Public Health Officer to ensure the mandate of the Act is achieved.

The Director plays an important role in ensuring health and wellness promotion, the prevention and control of illness and healthy public policy development in the Northwest Territories. The Division provides expertise, guidance and/or direction when appropriate pertaining to screening, immunization and communicable disease control programs, outbreak management, environmental health programs, and epidemiology and surveillance of diseases and related social determinants of health. Timely analysis and feedback of health and wellbeing, as well as service utilization information is required for facilitation of good decision-making with regard to resource allocation and prioritization, as well as for evaluation of programs and activities occurring at the territorial, regional and community levels.

An important portion of the Division's mandate is public education on health matters. As a result, the Director ensures active liaison with Health and Social Services Authorities, community governments, aboriginal organizations, the coroner's office and community-based non-government organizations. Other contributions include support of activities and programs dealing with prenatal nutrition, HIV/AIDS prevention, community development and active living. Ongoing consultation and effective partnerships with other divisions and departments is required.

The NWT covers 1.2 million square kilometers with a scattered population of approximately 40,000, which includes four major cultural groups: First Nations (primarily Dene), Inuit, Metis and Non-Aboriginal. There are also eight official languages in the NWT. The design and presentation of health programs and services must therefore take into account this great diversity of geography, languages and cultures, which create specific challenges and opportunities. The population of the NWT also presents unique demographic, health status and socio-economic characteristics in comparison with the rest of Canada. A rapid population growth paired with significant socio-cultural upheaval accruing in most aboriginal communities is resulting in particular patterns of demands and pressures for the health and social services sector. High rates of trauma, addictions, family violence, communicable and sexually transmitted diseases are being observed.

Within this context, improvements in health and wellness status within the NWT can only be achieved through holistic and multi-disciplinary approaches that place emphasis on individual and community empowerment. The promotion of self-responsibility and the development of new partnerships between individuals, health professionals, communities and government agencies are more essential than ever to implement cost-effective programs that are more culturally appropriate and responsive to needs and priorities that have been identified by stakeholders themselves.

The Director must ensure a timely flow of information to the Deputy Minister and Minister in the form of briefing notes, memos, or answers to questions originating from the Legislative Assembly. The Director is an active contributor to the strategic and business planning activities within the Department.

Reporting to the Director, Population Health, are four units/positions:

Communicable Disease Control Unit (1 manager and 4 staff)

The unit is responsible for providing leadership and strategic advice based on evidence, research, and expertise to the Deputy Minister and the Minister on a wide range of health policy and program-specific issues related to the delivery of public health and disease prevention programs in the NWT. The unit develops, implements and monitors the delivery of public health and disease prevention programs and services throughout the Northwest Territories in accordance with relevant health related legislation, policy, standards and overall departmental strategic direction. The unit ensures health and social services authorities have consistent and effective public health policies and guidelines and that services are available to all people of the Northwest Territories in a timely and professional manner. The unit is also responsible for the coordination of public health responses to health emergencies and participates in Department preparedness planning in relation to health emergencies.

Epidemiology & Disease Registries (1 manager and 7 staff)

The unit is responsible for providing leadership and strategic advice based on evidence, research, and epidemiological expertise to the Deputy Minister and the Minister on a wide range of health policy and program-specific issues related to epidemiological trends and population health status in the NWT. The unit is mandated to ensure the effective collection, analysis and reporting of a wide variety of diseases and social determinants that affect the residents of the NWT. This includes ensuring compliance with the *Public Health Act of the NWT* for those disease and conditions reportable under the Act, and the tracking, analysis and reporting on other health conditions, diseases and trends which aid in the monitoring of the effectiveness of current health programs in the NWT and the planning of future programs. This function is critical in that the timely and accurate registration of reportable diseases and the coding of births, stillbirths and deaths is essential for the monitoring of health status, disease and mortality trends and consequently to decision-making with regard to program development and/or resource allocation priorities within the NWT. The unit is also responsible for conducting epidemiological investigations and studies in partnership with other public health officials in the Department as well as with Health and Social Services Authorities.

Environmental Health (1 manager and 7 staff)

The unit is responsible for providing leadership and strategic advice based on evidence, research, and expertise to the Deputy Minister and the Minister on a wide range of health policy and program-specific issues related to environmental health in the NWT. The unit oversees and ensures the development, implementation, monitoring, and evaluation of environmental health programs designed to protect human health through identification, evaluation, prevention, mitigation and control of health hazards (physical, biological, or chemical) which can impose a potentially adverse effect on the health of NWT residents.

Office Administrator

The position provides support and administrative assistance to the Director and Division. The responsibilities include financial administrative duties, managing and tracking of tasks and deadlines, records management support and administration relating to briefing notes and correspondence for the Director, Deputy Minister and Minister.

Dimensions

Employees:	21
Compensation and Benefits	\$3,028,000
O&M Budget:	\$1,050,000
Grants & Contributions	\$ 330,000

RESPONSIBILITIES

- 1. The Director is accountable to provide the ongoing development and updating of clinical standards, frameworks, strategies, manuals and practice guidelines that support program delivery at the regional and community levels. Under the incumbent's direction, the staff of the Population Health Division works directly with appropriate staff of the 8 Health and Social Services Authorities to ensure effective delivery of health protection programs and services. Specialist staff also provides services and guidelines to rectify programs and services performance issues when required.**
- 2. The Director is responsible for monitoring compliance with territorial standards and legislation, and provides forecasts and assessments outlining current and/or potential future changes to health services and make recommendations to the Department's senior management.**

Program/service delivery areas in this portfolio include:

Communicable Disease Control

- Outbreak response and control
- Immunization programs
- Sexual health programs
- Clinical practice guidelines related to disease control
- Health emergency preparedness with a public health focus

Epidemiology & Disease Registries

- Maintenance of disease registries
- Epidemiological investigation and study
- Analysis of population health status and identification of disease trends
- Analysis and reporting on chronic disease, cancer and other notifiable diseases in the NWT

Environmental Health

- Drinking water safety
- General sanitation
- Food establishment safety
- Environmental contaminants monitoring and human health risk assessment

Main Activities

- Directs clinical decision-making in the provision of services under the Division's mandate and relevant legislation.
- Leads the planning, monitoring and support the delivery of public health programs throughout the NWT, including the updating and implementation of legislation and regulations.
- Leads the development and maintenance of appropriate supports for front line staff through production of periodic updating of manuals and guidelines as well as making staff available for on-going orientation and education.
- Lead the development of standards, practices and guidelines for programs and services.
- Solicit professional advice related to Division activities through the coordination and integration of input from various advisory committees and by sustaining formal linkages with professional associations and other key stakeholders.

- 3. The Director is fully accountable for creating conditions that will lead to improvements in health status at the individual, family and community levels through an emphasis on preventative programming, healthy public policy and support for community initiatives and empowerment.**

Main Activities:

- Fulfill a leadership role in the development of health public policy and mobilizing resources of the health care system towards a greater emphasis on activities and programs that promote health and prevent disease.

- 4. The Director is responsible for providing advice, recommendations and support to the Minister, Deputy Minister, Assistant Deputy Minister, Chief Public Health Officer, Chief Executive Officers of the Health and Social Services Authorities, as well as other stakeholders as require.**

Main Activities:

- Prepare briefing notes, updates and information items.
- Prepare correspondence for the signature of the Minister, the Deputy Minister, Assistant Deputy Minister and Chief Public Health Officer.
- Participate in the preparation, maintenance and updating of work plans, the business plan, discussion papers, position papers and strategies for the promotion of population health.

- Direct divisional responses to requests for information and input to inter-divisional, inter-departmental and inter-governmental projects and activities.

5. The Director is responsible for managing the Division's financial and human resources.

Main Activities:

- Preparation of the annual business plan, main and capital estimates, monitoring and forecasting expenditures, quarterly various reporting, year-end activities and contracting functions.
- Recruitment and staffing.
- Annual performance planning (i.e. succession planning, career counseling to staff and provision of training opportunities to assist staff in achieving career potential).
- Leading, coaching and mentoring a management team to achieve business plan goals and link services and program activities with the Department and the Health and Social Service authorities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced management and interpersonal skills in order to lead, guide and motivate staff to accomplish established tasks and meet desired targets.
 - Expert knowledge of the health and social services system within the NWT including the different departmental programs and socio-cultural and political environment in the NWT.
 - Expert knowledge in public health, communicable disease and health protection
 - To function effectively, the incumbent must also possess advanced training and demonstrated leadership skills in the area of public health and/or health and social services at the community level.
- NOTE: The incumbent is required to remain current in the socio-medical sciences.
- Knowledge of the Public Health Act, the Nursing Professions Act, the Medical Professions Act, the Health Insurance and Health and Social Services Act and other relevant legislation.
 - Knowledge of programs planning and evaluation methods in the health and social services field.
 - Knowledge of health and wellness legislation, policy, programs and services.

GNWT Management Competencies

- Demonstrate Self-Confidence (Act confidently in challenging situations) – An ability to face difficult situations with confidence in own ability to succeed. This included: feeling excited by a challenge; viewing challenges as opportunities; speaking up when you disagree with management, clients or others in power in a polite non-confrontational manner by stating your own view clearly and confidently, even during conflict; and after a set-back, maintaining your confidence in your own ability to succeed in new tasks, jobs or projects.
- Listening, Understanding and Responding (Understands and responds to underlying issues) - An understanding of why people behave in a certain situations.

This includes being able to: respond to people's concerns in a proactive manner that promotes long-term solutions.

- Organizational Awareness (Understanding Power Relationships) – An understanding of and ability to describe and use the existing power and influence networks in the GNWT. This includes showing a clear understanding of the influence process in the organization.
- Demonstrating Strategic Business Sense (Thinks in Strategic, future oriented, terms) – An ability to think beyond the work environment and make decisions in the context of the organizational and political climate. This includes: actively increasing one's own knowledge/awareness of the business and competitive environment to determine long-term issues, problems or opportunities; developing and establishing broad scale, longer-term objectives, goals or projects based on the understanding or awareness of economic and political trends; and initiating change within the Department that is reflective of long term strategy or vision.
- Developing Others (Does Longer – Term Coaching or Training) - An ability to arrange appropriate and helpful assignments to foster a person's learning and development. This included arranging experiences for other to build up their skills and confidence and identifying training or developmental needs for team or group of staff.
- Focusing on the Client (Addresses Underlying Client Needs) – An ability to seek information about the real underlying needs of the client beyond those expressed initially. This includes and ability to match underlying needs of a client to available or customized products or services.
- Managing Workload (Positions self as the Leader) – An ability to set an example by modeling desired behavior. This included securing group members "buy-in" regarding mission, goals and policies.
- Managing Change (Follow through on Change Initiative) – An ability to take specific and sustained action to ensure the successful implementation of the change program. This included an ability to reinforce the change message with own actions and attitudes, and publicly recognize individuals who are demonstrating behaviors that support the change initiative.
- Partnering with Stakeholders (Provide a Board Perspective) – An ability to effectively discuss changes or opportunities in the wider environment that may affect or benefit stakeholders. This includes and ability to work with a long term perspective and may trading off immediate costs for the sake of partnerships, and initiating activities to improve the current working relationships.

Note: for additional information on GNWT management competencies refer to the GNWT Management Competency Model available through Corporate Human Resources.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

This level of knowledge, skill and ability is typically acquired through the completion of a master's level degree in Nursing, Epidemiology or Public Health with 10 years of progressively more responsible experience in Health Administration and 5 years supervisory/management experience.

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. Express frequency and duration of occurrence of physical demands, environmental conditions, sensory demands and mental demands.

Physical Demands

Physical demands are consistent with the typical GNWT office environment.

Environmental Conditions

Environmental Conditions are consistent with the typical GNWT environment.

Sensory Demands

Sensory demands are consistent with the typical GNWT office environment.

Mental Demands

There will be considerable demands upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. This can cause significant levels of stress, especially given the demands on the local and national health and social services system, which will some-what hamper the incumbent's ability to meet these demands.

The need to negotiate a consensus among a variety of independent stakeholders in the health and social services system, including professional associations and health and social services authorities, educational institutions and the public adds further stress.

EXCLUSION/INCLUSION

Section A

- ☒ This job should be excluded from the bargaining unit (complete section B)
- ☐ This job should be included in the bargaining unit

Section B - Rationale for exclusion from the bargaining unit

(From 306 of the HRM)

Comments:

This position is a member of the Departmental Senior Management Team (JSMC), supervises subordinate managers and leads the development and delivery of Territorial Services offered by the Department of Health & Social Services and its 8 H&SS Authorities.