



IDENTIFICATION

Department	Position Title	
Executive and Indigenous Affairs	Economic and Financial Analyst	
Position Number	Community	Division/Region
11-17491	Yellowknife	Healthcare System Sustainability

PURPOSE OF THE POSITION

The Economic and Financial Analyst (Analyst) is responsible for the economic and financial monitoring, analysis, evaluation and reporting on issues related to sustainability in the Northwest Territories' (NWT) healthcare system. The position works with a team of professionals to design, implement, and evaluate the financial process improvement projects, business reviews, fiscal policy initiatives, and other special projects aimed at improving the efficiency and effectiveness of program and service delivery within the healthcare system.

SCOPE

Located in Yellowknife, the Analyst reports to the Director of System Improvement and Fiscal Reform and supports the government's priority to improve health and social services access by ensuring fiscal sustainability and efficiency in the system. The Analyst will also provide be mentored by the Senior Economic and Financial Analyst as well as peer support to the Senior Evaluation and Performance Analyst and Evaluation and Performance Analyst.

As is the case across Canada, the NWT health and social services system is facing challenges that make the system unsustainable within the Government of the Northwest Territories' (GNWT) limited financial resources. These challenges include cost increases associated with an aging population, rising costs of pharmaceuticals and equipment, challenges with recruitment and retention of healthcare professionals, supply chain challenges and an increase in chronic disease. Cost pressures that are unique to the NWT also include the need to transport clients by air to receive services, and the NWT generally has a lower health status when compared to other major population groups.

This position is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include, but are not limited to, the *Financial Administration Act* (FAA), *Public Sector Act* (PSA), and the *Hospital Insurance and Health and Social Services Administration Act* (HIHSSA).



A key focus of this position is providing in-depth analytical expertise to evaluate current financial processes and business practices related to core health and social services programs. By analyzing financial data and business operations, the Analyst will develop business cases and strategic solutions aimed at enhancing the efficiency and effectiveness of healthcare service delivery. Additionally, the Analyst will lead efforts to identify, assess, and develop scenarios to address redundancies or unsustainable practices, supporting long-term fiscal sustainability. The role also involves evaluating the financial impacts of proposed policy changes, conducting comparative analyses with other jurisdictions, and promoting evidence-based solutions for resource allocation.

RESPONSIBILITIES

1. Conduct financial improvement initiatives.

- Assist in the design and leads the implementation of system-wide financial process improvement initiatives for the health and social services system.
- Analyze current financial processes and identify opportunities for improvements in health and social services delivery.
- Participate and/or lead in the evaluation of financial and operational practice that enhances efficiency and sustainability.

2. Conduct financial analysis and forecasting.

- Conduct economic and financial models for forecasting key cost drivers within GNWT's health and social services system.
- Research and collect data to monitor trends and assess the financial implications of health and social services system delivery.
- Perform scenario analysis aimed at improving cost efficiency and long-term sustainability of the health and social services system.
- Analyze the effects of healthcare system changes and policy choices related to health and social services system sustainability activities.

3. Data collection and research.

- Work to define the scope and level of core health and social services that should be provided within the NWT, ensuring that these services meet the population's needs while remaining financially sustainable.
- Evaluate the data needs and requirements for researching performance of health and social services programs and services.
- Gather and organize financial and economic data from various sources, ensuring accuracy and relevance to ongoing initiatives.
- Conduct literature reviews and jurisdictional scans to identify best practices and innovative approaches in healthcare finance, including the level of core health and social services provided in other Canadian jurisdictions.



- Collects and analyzes economic and financial data related to private sector revenue contracts and agreements with other inter-jurisdictional arrangements, such as agreements with the Government of Nunavut.
- Prepare reports that summarize findings and inform decision-making processes.

4. Performance monitoring and reporting

- Track the performance indicators of core health and social services programs to ensure alignment with fiscal sustainability goals.
- Develop output and process performance indicators to measure the effectiveness and efficiency of health and social services programs and services.
- Review and refine forecasts and analyses as new data becomes available.

5. General duties.

- Complete custom-made, on-demand reports for senior decision-makers.
- Draft briefing notes, option papers, business cases, and fact sheets that synthesize key information for a variety of audiences.
- Stay informed of relevant legislative changes and policy developments affecting healthcare sustainability and ensure alignment in performance evaluation efforts.
- Consistently uphold and practice principles of diversity, inclusion, cultural awareness, and workplace safety and sensitivity.
- Perform other related duties as assigned.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of economic and/or financial theory and practices.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT programs, policies, procedures, and financial, budgetary and administrative systems.



- Knowledge and skills to develop and maintain a model to forecast the Department of Health and Social Services (DHSS) System Sustainability outcomes.
- Ability to critically analyze, interpret and assess information.
- Ability to develop and maintain a model for forecasting key cost drivers of the DHSS System.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Ability to provide professional advice in a way that others with limited or no financial training can understand.
- Planning skills and the ability to set priorities.
- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to manage time constraints, deadlines and competing priorities.
- Skills relating to computer-based analysis along with knowledge of quantitative methods including Microsoft Excel and related software programs, to complete quantitative analysis.
- Written and verbal communication skills including report writing and drafting correspondence and briefings.
- Strong organization and time management skills.

Typically, the above qualifications would be attained by:

Completion of an undergraduate degree in economics, finance, or mathematics, combined with 3 years of related work experience.

Proven experience leading complex financial analysis and/or economic modeling, including demonstrated expertise with financial modeling software, statistical analysis tools, and data visualization platforms (e.g., Excel, R, Python).

Equivalent combinations of education and experience will be considered.

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 if applicable)

☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred