



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Manager, Stanton P3 Operations	
Position Number	Community	Division/Region
48-15587	Yellowknife	Stanton P3 & Facility Operations / Territorial Operations

## PURPOSE OF THE POSITION

The Manager, Stanton P3 Operations is accountable for the contract management of the 30-year P3 Project Agreement (PA) with Project Co for both hard services (building infrastructure) and soft services (patient meals, cafeteria, housekeeping, laundry/linen, security, utilities management, snow and pest removal and grounds keeping) as part of facility management.

This position is responsible for the management of a \$30 million annual budget associated with the PA.

This position is responsible for ensuring that the P3 Project Agreement is effectively and efficiently administered and that a successful long-term relationship is established and maintained between Northwest Territories Health and Social Services Authority (NTHSSA) project stakeholders and Project Co.

The Manager is required to maintain close collaboration, communication and cooperation with the Project Co, several Government of Northwest Territories (GNWT) departments including Health and Social Services (HSS), Infrastructure (INF), Housing Northwest Territories (HNT) and Finance (FIN) as well as staff throughout NTHSSA and other stakeholders.

The position also manages the NTHSSA Facility and Fleet Management Unit with regards to the NTHSSA accommodations asset inventory and assisting with overall NTHSSA fleet management responsibilities.



## **SCOPE**

NTHSSA is an independent public agency delivering a full range of health and social services programs and services under the jurisdiction of the Department of Health and Social Services (DHSS) to the public. The authority for NTHSSA to exist comes from the *Hospital Insurance and Health and Social Services Administration Act (HIHSSA)*. This includes the establishment and appointment of the NTHSSA Leadership Council (Council) to govern the Authority. A Finance Committee exists as a subcommittee of the Council that considers all financial matters before they are presented to the Council.

Although this is the overarching legislation, NTHSSA in partnership with HSS has delegated authority to administer and comply with all or parts of many other NT health and social services Acts including but not limited to the: *Health Information Act, Health And Social Services Professions Act, Child And Family Services Act, Medical Care Act, Medical Professions Act, Mental Health Act, Midwifery Profession Act, Nursing Profession Act, Ophthalmic Medical Assistance Act, Optometry Act, Public Health Act and Social Work Profession Act*. Programs and services include primary, secondary, and tertiary health and social services covering family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. Along with the many clinics and health care centres operating throughout the NT, there are two hospitals under NTHSSA responsibility: a regional hospital in Inuvik and a one in Yellowknife servicing the entire NT. This hospital in Yellowknife is the Stanton Territorial Hospital (STH) and provides a full spectrum of acute, outpatient and extended care services. It is the largest Branch of NTHSSA and is a key part of the territorial integrated approach to healthcare.

Two jurisdictions, Hay River and Tłı̨chǫ within the NT deliver local health and social services independent of NTHSSA. This situation adds a layer of complexity as the administration and assurance that local services are provided at NTHSSA standards must be established through a collaborative arrangement documented in a Memorandum of Understanding (MoU) between each jurisdiction and the Authority. The cost of services provided to residents of these regions that are delivered through NTHSSA are recovered through a billing process. The remainder of the NT is part of NTHSSA and is divided into five regions: Beaufort Delta, Sahtu, Dehcho, Fort Smith and Yellowknife with a Chief Operating Officer heading up each region.

NTHSSA also provides specialized medical services that are not available locally to residents of the Kitikmeot region of Nunavut through a formal agreement with the Government of Nunavut. Hospital and emergency health care services are also made available to non-residents employed and working in the NT in the mining and other business sectors through several third-party formal contracts with employers.



NTHSSA employees are part of the GNWT employment pool. NTHSSA is the largest employment entity within the GNWT departments, boards and agencies, with a very wide range of classifications of employees including medical specialists, professionals, management, office staff, union employees, 24/7 essential services, part-time, full-time, casual and shift work. Payroll management is therefore a complex and fundamental part of NTHSSA operations.

As a public agency, the Authority is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the NT *Financial Administration Act* (FAA) and Regulations and manuals, NT *Public Sector Act* (PSA) and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Principles (GAAP). NTHSSA is directly accountable to the Council as well as DHSS, and through DHSS to the NT Financial Management Board (FMB), GNWT Executive Council (Cabinet) and the NT Legislative Assembly.

A public report including the audited financial statements must be tabled in the NT Legislative Assembly annually. The Office of the Auditor General (OAG) performs the audit of NTHSSA separate and apart from the GNWT audit. This results in a direct relationship between the OAG and the Authority.

Accurate, timely, comprehensive, and understandable financial reporting is essential, not only to prepare the annual audited financial statements but also to complete financial statements, claims and reports related to comprehensive funding agreements. The consequences of not meeting deadlines from various sources such as dates entrenched in legislation, set by the OAG, set by DHSS or other GNWT sources and/or included as terms and conditions of contribution agreements can be significant. These potential consequences include the loss of revenue, official criticism by the OAG, and political concern raised in the Legislative Assembly. Operating at arm's length from government, the Authority is required to cover all expenses from the revenues received from public sector contribution agreements and MoUs, and contracts with the private sector. The primary contribution to operate comes from a complex core funding agreement from DHSS. As well, DHSS also provides several sources of targeted funding which are limited to specific programs and services and as such require separate accounting and reporting for each individual agreement. Many of these targeted contributions come through DHSS from the Government of Canada. These federal/territorial agreements have their own set of accountability requirements. In order to access these funds, NTHSSA must ensure the internal financial accounting structure and reporting meets the terms and conditions of these DHSS/Government of Canada agreements. NTHSSA also receives funding through the agreement with the Government of Nunavut, MoUs with Hay River Health and Social Services Authority and the Tłıch'ı Community Services Agency and private sector contracts for services to non-residents working in the NT.



Developing comprehensive fiscal policies and strategic plans and reliable budgets, establishing strong financial controls, ensuring all potential revenues are collected, implementing comprehensive accounting and tracking practices, and ensuring accurate and timely reporting is occurring are all essential to the ongoing success of NTHSSA. The Authority manages a full range of financial and accounting operations covering Operations Expenses and Revenues, maintains and manages its own Treasury functions; bank accounts; Accounts Receivable; Accounts Payable; Materials Management; Comptrollership; protection of assets; contract administration; budgeting; fiscal planning; variance analysis, forecasting and reporting; financial statement preparation and reporting functions. Although the Authority operates its accounting and payroll systems on the GNWT's System for Accounting and Management (SAM) and utilizes GNWT Shared Services functions for processing transactions, it does not access GNWT central agencies directly for most centrally managed and coordinated services in conjunction with government departments. The Finance Branch is the "central agency" for NTHSSA performing many of the same functions as the Department of Finance (FIN) does for GNWT departments.

The NTHSSA is confronted with significant financial challenges due to substantially rising inflationary costs and constant growth in demand for services while funding sources are not keeping pace. This has resulted in a continual rising of the accumulated debt. This fiscal situation places a great deal of pressure on the Finance Branch to ensure NTHSSA can continue to cover operational needs and at the same time control expenditures as much as possible. In this environment financial sustainability has become a major concern.

Capital asset management also falls under the Finance Branch. The NTHSSA Annual Report and related Financial Statements focus on operations. "Ownership", value and financial accounting for Capital Assets including Public/Private Partnership (P3) projects and Other Capital Assets is retained by the GNWT through DHSS and therefore they are not listed in the Financial Statements as NTHSSA's assets. However, within the NTHSSA's Financial Statements, the Statement of Operations and Accumulated Deficit includes "grant-in-kind government contributions" with offsetting an "assets provided at no cost" expense for the use of these Capital Assets. These amounts are determined by the GNWT's amortization calculation, the value of donated assets, and the amount paid out by the GNWT on behalf of the Authority as lease payments as part of the STH P3 project.

STH was built as a Public/Private Partnership (P3) project. A major component of maintaining the building is therefore the responsibility of the Owner to oversee the private sector performance. Ensuring the STH facility remains at an acceptable standard in accordance with the output specifications which is managed through a very complex Project Agreement (PA) lead by NTHSSA in conjunction with DHSS and INF. Facility maintenance requirements are referred to as hard services. The PA also includes services such as laundry, housekeeping and waste management, security and surveillance, and cafeteria/meal services, roads and grounds maintenance which are referred to as soft services.



Although NTHSSA's primary role is operational in nature, this cannot be achieved without proper capital investment in such specialized assets like hospitals, health clinics, major medical and laboratory equipment and a fleet of vehicles. For the most part, these assets remain the responsibility of GNWT with dedicated use turned over to NTHSSA. This relationship requires close collaboration and cooperation between the GNWT through DHSS and INF, and the Authority to ensure NTHSSA's needs are met and assets are maintained at an acceptable standard.

Hospitals, clinics and health centres are required to operate within standards set by Accreditation Canada. These facilities, programs and services are regularly inspected to allow assurance that acceptable standards continue to be met. The Finance Branch participates in ensuring sufficient resources are available and facilities and equipment maintenance plans are in place to prevent losing accreditation which could lead to a program or service being shut down.

NTHSSA is comprised of seven Branches headquartered in Yellowknife. The Branches are Office of the Chief Executive Officer (CEO), Finance; Clinical Integration; Child, Family and Community Wellness; Corporate and Support Service; Regional Operations, and Stanton Territorial Hospital.

The Manager is part of the P3 Operations in the Finance Branch, reports to the Director Stanton P3 and Facility Operations and is located in Yellowknife.

The Manager monitors the PA, scrutinizing and challenging Project Co's deliverables and services required within the PA, seeking resolution to issues during disputes related to the contract and Project Co delivery of the services as outlined in the PA, and negotiating with Project Co as required and as it relates to their delivery of services to Stanton hospital users.

This position will oversee the PA from the perspective of the NTHSSA/GNWT as well as identify and manage risks, and maintain value for money; monitor Project Co performance against the output specifications in the PA to ensure that financial implication of failure to perform has been identified and appropriate action taken; oversee and administer the PA as to service quality, ensuring services are delivered and STH facility and services are available for use in accordance with the contract.

STH is an accredited facility, located in Yellowknife, and is the referral center for approximately 43,000 NWT residents and 5,900 residents from the Kitikmeot Region of Nunavut. Stanton provides health care services to adults and children on an inpatient/outpatient and outreach basis to restore health with dignity.

This position is to support the administration, identification and monitoring of risk, value and performance measured against output specifications for the P3 contract during the life of the



30-year contract term. This role is responsible for ensuring the integrity of site operations in regard to the public-private partnership. It leads the Operating Period Joint Committee, and liaises with Executive Leadership of NTHSSA, Senior Site Management and Program Directors, and Managers for the STH, to link non-clinical support services and operations; it resolves and coordinates issues between STH staff and the private partners.

The Manager will work closely with the Chief Operating Officer (COO), STH and the department managers, as well as with GNWT Infrastructure and Finance Departments; ensuring delivery of the services as outlined in the Project Agreement and managing the impact of the contract in a proactive and effective way, ensuring full contract performance, and ensuring service delivery is always maintained.

The Manager will serve on the Stanton Hospital Emergency Preparedness Committee (EPC) to ensure Project Co readiness in the event of an emergency as well as coordinating service protocol updates as required. The Manager will be a member of the STH administration Joint Occupational Health and Safety Committee (JOHSC) and site Infection Prevention and Control Multi-Disciplinary Team (IPAC MDT) to ensure Project Co and its Service Provider follow required procedures and submit documentation as required prior to start of work in clinical areas.

The Manager will take the lead to ensure Project Co and their Service Provider is compliant with all required operating procedures to ensure that NTHSSA maintain compliance with Accreditation Canada standards and certifications including all required documentation is available for auditing.

The position will represent NTHSSA at the Operating Period Joint Committee, to report on and promote performance, finance, payments for charges, service quality, and energy and utility management issues. The Manager will ensure, from the NTHSSA perspective, that services are delivered within cost, time, and quality parameters, and that any risks are effectively managed and held by Project Co., including delivery of KPI targets and priorities, and ensuring full compliance with statutory & mandatory legislation and guidelines, including CSA standards, by implementing specific policies and procedures as required. The Manager will lead the Quality Services Management Committee to review service quality issues, identifying solutions, and track progress for resolution by collaborating with STH management and staff.

This position manages the NTHSSA Facility and Fleet Management Unit by ensuring the NTHSSA accommodations asset inventory listing is updated as part of NTHSSA Executive leadership required reporting and strategic planning and assisting with overall NTHSSA fleet management responsibilities including evergreening and surplus procedures.

This position has two direct reports:



1. P3 Project Officer
2. P3 Project Assistant

## **DIMENSIONS**

The source of the following information is the 2021-22 Annual Report:

- Number of Employees: 1804
- Budget: Revenues: \$381M  
Operations Expenses: \$404M
- Combined Revenues: \$464M (96% from GNWT)
- Total Expenditures: \$498M
- Deficit: \$34M
- Accumulated Deficit: \$194M
- Net Debt: \$206M

Other key dimensions include:

- Financial Systems: SAM (System for Accountability and Management)
- PA lease operations annual budget: \$30M
- Reporting Positions 2
- Compensation & Benefits \$600K
- Operations & Maintenance \$2.5 million
- Capital \$350M capital investment on facility
- Fleet Management \$300K

## **RESPONSIBILITIES**

### **1. Responsible for being a NTHSSA's representative and the interface between Project Co. and NTHSSA for contractual issues arising from the ongoing implementation of the Project Agreement:**

- Functions as the lead role to hold Project Co. accountable for all contractually specified dates and deliverables outlined in the Project Agreement.
- Develops and implements a contract management and performance measurement framework for the operation/maintenance phase of the P3 Project Agreement.
- Leads the development and regular updating of the P3 Project Agreement contract administration manual to be used as a reference document and tool by the P3 Operations team.
- Ensures that Stanton Territorial Hospital meets all of its contractual obligations.
- Works with Project Co Senior Leadership in building commissioning processes and identifies related deficiencies.



- Chairs the Quality Services Management Committee to review service quality issues, identifying solutions, and track progress for resolution by collaborating with STH management and staff.
- Reviews and responds to complaints, concerns, feedback regarding the performance of the private partner and its subcontractors and resolves issues in a timely manner.
- Oversees Project Co's Performance Management Framework.
- Completes a review of Project Co annual service plans submissions to ensure compliance with the PA, noting any omissions requiring revisions.
- Proven negotiating skills required to manage and understand complex technical building issues and deal with STH management and staff, as well as contractors, consultants, and other stakeholders.
- Coordinates the planning, coordination, and implementation of new and/or mandated NTHSSA infrastructure initiatives.

**2. Oversees all aspects of the Performance Monitoring Program at the site:**

- Implements and maintains financial and performance tracking systems to capture technical and financial data, and tracks performance.
- Holds Project Co accountable for their quality and performance levels as well as applying appropriate payment deductions and service failure points.
- Recommends the payment of Periodic Service Payments, ensuring that applicable adjustments are made and arranging other reviews and audits as required.
- Prepares, implements, monitors, and reports on the NTHSSA approved annual P3 budget including the preparation of briefing notes for Senior Leadership review.
- Reviews, negotiates, and approves contract or building change requests.
- Conducts site visits to review, monitor and verify completed work.
- Liaises with GNWT Risk Management and Insurance unit to resolve insurance-related claims and issues related to the Project Agreement.
- Maintains a Risk Register, monitoring risk and recommending actions to transfer, mitigate or avoid risks.
- Reviews submissions of Annual Plans and Protocols including recommending approval.
- Completes facility condition assessments to auditing and tracking Project Co performance.

**3. Ensures that, where needed, Standard Operating Procedures are in place and followed between NTHSSA and P3 Project Co to mitigate potential gaps and risks to the site. These would include Standard Operating procedures for critical life systems:**

- Administers compliance with Standard Operating procedures for all critical life systems.
- The Manager will serve on the Stanton Hospital Emergency Preparedness Committee (EPC) to ensure Project Co readiness in the event of an emergency as well as



coordinating service protocol updates as required.

- Responsible to ensure that the services delivered by Project Co and the Service Provider are in accordance with the standards required to maintain the Facility's full accreditations, and in compliance with authorities having jurisdiction.
- Responsible to ensure all Project Co Service Provider site work is completed in accordance with established applicable infection control standards including submission of required documentation, as well as oversight and close out of activities and shall serve as a member of the STH site Infection Prevention and Control Multi-Disciplinary Team (IPAC MDT) to ensure Project Co and its Service Provider follow required procedures.
- Responsible to investigate and provide follow up using NTHSSA Quality Risk Management division tools (RL6) including actions taken to resolve as related to Project Co service delivery.

**4. Liaises with Stanton COO, NTHSSA Executive Directors, Regional Directors and Program Managers to ensure non-clinical support services and operations are aligned within the P3 facility:**

- Reviews and negotiates minor works requests from NTHSSA STH Leadership during the 30-year operating period.
- Develops and approves contract or building changes affecting common areas and services.
- Prepares and co-leads NTHSSA STH's position in dispute resolution.
- Leads the Operating Period Joint Committee and represents NTHSSA, to report on and promote performance, finance, payments for charges, service quality, and energy and utility management issues.
- Leads and/or participates on various committees regarding operational planning, communications, dispute resolution, and management between the parties as it pertains to the activities on site.
- Receives and responds to complaints, concerns and positive feedback regarding the performance of Project Co from STH COO and leadership team and resolves issues in a timely manner.
- Provides input and recommendations on the implementation of NTHSSA policies, procedures as they relate to the PA.
- Provides oversight on the implementation, monitoring, and reporting on the NTHSSA approved annual P3 budget, including tracking budget and variance.

**5. Overall responsibility for the management, administration and monitoring of the Project Agreement Schedules as required:**

- Schedule 4 - Services Protocols and Specifications.
- Schedule 6 - Changes, Minor Works and Innovation Proposals: and
  - Represent the Authority on all changes required by the Authority:



- Issue preliminary change instructions
  - Review change report and justification and supporting documentation for change estimates.
  - Issue change certificate.
  - Schedule 8 – Payments:
    - General payment of Project Co invoicing.
    - Deductions for unavailability events, service failures and response times.
    - Compliance with Laws and Good Industry Practice.
    - Review of functional units, linked units, performance indicators, response times, rectification periods, unit deduction amounts when required.
    - Performance monitoring.
  - Schedule 13 - Dispute Resolution.
  - Schedule 14 - Records and Reports.
  - Schedule 16 - Communication Roles.
  - Schedule 17 - Key Individuals Schedule 20 - Handback Requirements.
- 6. Manages the relationship and ensures cooperation and communication between NTHSSA/GNWT and P3 support services, including both hard (building) and soft (laundry, housekeeping, catering, security etc.) services:**
- Attends committee and ad hoc meetings to foster and maintain good working relations between STH Management and staff and the P3 contract provider including JOHSC and EPC committees.
  - Review Project Co annual service plans for compliance with the PA, identify arising issues, consult with internal and external teams, and facilitate discussions to manages disputes and issues as they arise.
- 7. Leads the Authority's position in consultation with NTHSSA/GNWT Department of Justice for all legal matters related to the Project Agreement, including Dispute Resolutions and Changes:**
- Confirms Project Co insurance policies are renewed, and certificates provided.
  - Prepares and submits all contract change documents or amendment documents requiring to both external and internal Legal review prior to approval and signing.
- 8. In consultation with Risk Management and Legal Counsel when necessary, lead responses to ATTIP requests, and ensures that proper documentation is maintained for internal and public accountability purposes:**
- Prepares project records and documents to facilitate preparation of responses to requests for information through ATTIP and/or media.
  - Assists with the communication strategy development for requests and outlines any known implications.
  - Coordinates with the NTHSSA communications team and provides support as



required.

**9. Provides management to the NTHSSA Facility and Fleet Management Unit:**

- Coordinates with regional representatives to ensure the NTHSSA accommodations asset inventory listing is updated as part of NTHSSA Executive leadership required reporting and strategic planning.
- Assists with NTHSSA fleet management responsibilities including evergreening and surplus procedures.

**10. Support the fulfillment of Accreditation Canada Standards as it related to the P3 Operations:**

- Works collaboratively with the Territorial Quality and Client Experience Team to implement service, and policy updates to align with the Accreditation Canada Standards of Excellence.
- Identify, establish, and communicates standards, policies and procedure for P3 services as it related to the Accreditation Canada process.
- Work collaboratively with the Territorial Quality and Client Experience Team to ensure team members receive an orientation and education on Accreditation Canada's Program and the Accreditation Process.
- Develop and implement individual team action plans alongside the Director based on results of any work required to align services with standards, and recommendations from the onsite Accreditation Canada Surveys.
- Collaborate with the Territorial Quality and Client Experience Team and the Territorial Quality Teams to develop and track service indicators.
- Report work plan progress to the Territorial Quality and Experience Team.
- Advise the Director, Stanton P3 and Facility Operations of significant developments in P3 services that could have implication for operations, including making recommendations for corrective actions.

**11. Represents the NTHSSA in Labour Relations to ensure working relationships with the Union of Northern Workers (UNW) and management are maintained:**

- Provides effective and timely feedback.
- Completes e-Performance including establishing annual goals, interim feedback on performance and goals and annual completion of appraisals for all direct reports.
- Addresses performance issues in a timely manner and in accordance with GNWT Labour Relations practices in collaboration with Human Resources (HR).
- Manages first level grievances in coordination with HR and UNW.
- Collaborates with HR to assist staff with accommodation plans and progress.
- Recruits, selects and hires direct reports in collaboration with Human Resources.

**12. Workplace Health and Safety: Employees of the Authority are committed to**



**creating and maintaining a safe and respectful workplace for employees and patients/clients. Building a safe and respectful workplace is everyone's responsibility:**

- All employees and contractors have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders (management, staff, Union of Northern Workers (UNW), and Workers' Safety and Compensation Commission (WSCC)) need to ensure our Workplace Health and Safety Committee works effectively, with a shared purpose of continuous quality improvement in health and safety.
- All managers play an active role in workplace health and safety through their daily management: identifying prevention opportunities, ensuring staff are trained in Risk Monitor Pro or other incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures.

## **WORKING CONDITIONS**

### **Physical Demands**

Most of the time is spent working in an office environment. The remaining time is spent responding to facility issues within hospital program areas as well as electrical and mechanical plant services areas, which may include climbing ladders, working at heights, as part of performing site/progress inspections.

### **Environmental Conditions**

No unusual conditions while in office, some exposure to biohazards while in parts of the facility as well as loud noises and vibrations in mechanical rooms, dirt, and dust and other safety hazards as well as extreme cold temperatures when reviewing outside facility issues.

### **Sensory Demands**

The incumbent in this position is subject to long periods of concentrated focus while working with computer programs such as word processor, spreadsheets and project management programs. The incumbent is further subject to long periods of concentrated focus while reviewing design submission, quotations/tenders, policy and planning documents, and other related documents.

### **Mental Demands**

The position encounters competing demands around challenging deadlines. The incumbent deals with senior NTHSSA/GNWT staff who may have divergent perspectives and demands. Interest based resolutions and solutions are required. The scope of work can involve politically sensitive issues. Decisions may have long range impacts on the health care system.



**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of project management standards, techniques, and methodologies.
- Milestone planning.
- Experience in budget management.
- Experience in business process and analysis.
- Experience in contract management and administration, preferably in building operations.
- Extensive interpersonal, negotiation, collaboration, and communication skills.
- Ability to maintain diplomacy and tact during sensitive discussions and resolve conflicts while maintaining good business relationships.
- Ability to coordinate work with others, keep senior management apprised of major issues and adapt to changing priorities.
- Consultative, facilitation, negotiation, conflict resolution and consensus building skills.
- Abilities in developing project plans and material for internal and external stakeholders.
- Writing and presentation skills.
- Financial management skills, including project cost tracking and variance reporting.
- Ability to define, lead, plan, direct, manage and implement business and management processes.
- Skills in identifying and managing risk, resolving issues, and stakeholder management.
- Systems-thinking skills.
- Planning, organization, analytical and problem-solving skills.
- Ability to work under pressure with deadlines and multiple deliverables.
- Client service skills including ability to work in a cross-cultural environment.
- Skills with the use of office, database and project management software applications and programs, including, but not limited to Microsoft office suite of programs (i.e., Excel, Word, PowerPoint).
- Financial and contract management skills, including budgeting, cost estimating and tracking, and variance reporting.
- Ability to define, lead, plan, direct, manage and implement business and management processes.
- Experience working closely with consultants and contractors, and various stakeholders on large complex projects.
- Ability to read and comprehend technical drawings and specifications for buildings and construction.
- Knowledge of northern construction practices and northern community life.
- Advanced skills in risk, issues, and stakeholder management.
- Advanced skills and abilities in the application of change management.
- Analytical skills to evaluate project results against objectives.
- 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.

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

A Bachelor's degree in relevant Engineering; with a minimum of seven (7) years' experience in contract negotiation and management, finance and administration, facilities operations and maintenance and support services, as well as project management in a health care sector (including in a complex business system).

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Proof of immunization in keeping with current public health practices is required.

**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