



## **IDENTIFICATION**

<b>Department</b>		<b>Position Title</b>	
NTHSSA		Senior Advisor, Governance	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>	
48-15859	Yellowknife	Governance Directorate/HQ	

## **PURPOSE OF THE POSITION**

The Senior Advisor, Governance is responsible for providing independent, expert and comprehensive advice on a wide range of governance issues affecting the NTHSSA.

The Senior Advisor, Governance ensures decisions, directions, and requirements of the Leadership Council and the Minister Responsible are communicated throughout the Northwest Territories Health and Social Services Authority (NTHSSA). The incumbent also researches, provides background material, advises and recommends actions to facilitate sound and effective decision making in line with corporate governance best practices. The incumbent is the senior advisor of governance for the whole of the NTHSSA.

The Senior Advisor, Governance follows up to ensure all matters and action requests from the parties are effectively carried out. The incumbent undertakes and provides advice to the Leadership Council on all matters related to governance. The Senior Advisor, Governance has ultimate responsibility for maintaining the integrity of official Leadership Council records.

## **SCOPE**

The Senior Advisor, Governance reports directly to the Chairperson of the Leadership Council, with a functional reporting relationship to the Chief Executive Officer (CEO). NTHSSA is one of three Health and Social Service Authorities in the Northwest Territories (NWT); the other two Authorities are the Hay River Health and Social Services Authority (HRHSSA) and the Tlicho Community Services Agency (TCSA). The three Authorities combined deliver services across a vast geography of 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis and non-indigenous people. The NTHSSA provides health and social services including diagnostic and curative services, prevention and promotion services, protection services, mental health and addictions, continuing care and rehabilitation services are delivered by more than 1,400 health and social services staff.

While the TCSA operates under a separate board, and HRHSSA will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Services Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

In a highly politicized environment, this senior level position provides support and strategic advice to the Chairperson, CEO and Minister Responsible on a wide range of governance issues as well as policies, legislation, programs and activities of interest to the NTHSSA from a governance perspective.

In order to administer the governance and reporting framework and ensure the flow of information between the Leadership Council and each Regional Wellness Council and between the Leadership Council and the Minister, the NTHSSA's Governance Secretariat is established as a permanent office within the CEO's office to establish and maintain these key relationships. The Senior Advisor, Governance is the single point of contact between the Leadership Council, the Regional Wellness Councils and the Minister Responsible. The Senior Advisor, Governance provides strategic advice and guidance to the CEO and Leadership Council Chairperson.

The Chairperson requires the Senior Advisor, Governance to be involved on his/her behalf in extensive contact, consultation and discussion with other departments, agencies, organization, stakeholders and interest groups and individuals.

The Senior Advisor, Governance is accountable for managing all aspects of governance relating to NTHSSA, specifically the ongoing mandate of the Leadership Council. The incumbent functions at the most senior level, a member of the Executive Team, in the Health and Social Services System and must possess a high level of managerial, communications, analytical, public relations and diplomatic skills. The Senior Advisor, Governance maintains close working relationships with the Leadership Council Chair, NTHSSA CEO, the Deputy Minister of Health and Social Services, and the office of the Minister Responsible.

The incumbent calculates and manages the Leadership Council and Committees annual budget of approximately \$400,000.

## **RESPONSIBILITIES**

### **1. Advises the Chairperson and individual members on scope and procedural matters of governance and due diligence in carrying out the Council's legislative functions and individual responsibilities and communicates Leadership Council direction to the Authority.**

- Initiates Leadership Council meetings through collaborative (with CEO and Chairperson) development of Leadership Council and Committee agendas, preparation, evaluation and delivery of meeting notices, meeting documentation and materials, motions/resolutions and minutes;
- Leads preparations for meeting execution, including travel arrangements for Council members. Delegates Leadership Council meeting preparation assignments, as required.

- During Leadership Council and Committee meetings provides leadership, input and advice, prepares policy for governance process and advises on code of conduct, potential conflict of interest, and general meeting procedures. Records relevant discussion, actions and decision; and produces formal meeting minutes.
- Ensures Leadership Council direction, decisions and action requests, as well as the flow of advice, information and interpretations are conveyed with clarity, timeliness, and preciseness/ monitors progress on action requests to ensure completion in a timely manner.
- Oversees Contracts with external expert service providers (legal, financial governance etc.) for specialized services as required by the Leadership Council, and monitors and evaluates the contract service delivery.
- Develop and administer the Leadership Council Governance Manual and implement the new member orientation process.
- Ensures the Council members' statutory and fiduciary requirements are understood, current, and obligations are met.
- Ensures that the Leadership Council's listed responsibilities are in compliance with the Communications Protocol between the Minister Responsible, the Leadership Council, the NTHSSA and the Department of Health and Social Services (DHSS).
- Implement and monitor procedures to direct compliance with relevant legislation, regulation and regulatory and legal requirements.
- Develop and administer the Leadership Council education and training program.
- Administers the Leadership Council budget.

**2. Develops and maintains relationships and communications with the Minister Responsible, the Department of Health and Social Services, and other key stakeholders.**

- Establishes procedures to ensure the Leadership Council complies with the requirements of the Act and related guidance/direction from the DHSS.
- Establishes and maintains effective communication links between the Minister responsible, their staff, the CEO, the Deputy Minister and the Leadership Council.
- Provides advice, guidance and interpretation to the NTHSSA on the intent and purpose of action or other requests made by the Minister Responsible, on Ministerial procedures and guidelines for the development and handling of formal documents and submissions.
- Facilitates and participates in meetings between the Minister responsible and the Chairperson/Leadership Council.
- Develops and maintains an up to date knowledge of, and relationships with, key interest groups and players related to the Chairperson's responsibilities.

**3. Plans and directs the smooth and efficient operation and administration of the Leadership Council and manages approved human and financial resources:**

- Anticipates potential issues and stays up to date on current issues to provide expert advice and support to the Chairperson.
- Initiate actions on behalf of the Leadership Council Chairperson.

- Reviews all correspondence, material and issues, often of a confidential nature, referred to the Leadership Council and assesses their priority, sensitivity and urgency and determines initial course of action with established timeframes.
- Strategically plans the financial resources on behalf of the Leadership Council including completing budgetary submission, monitoring activities and variance management.
- Ensures that an Annual General Meeting takes place.
- Assists in recruitment, and staffing, and supervises staff in the Governance Directorate.
- Establish, manage and monitor work plans for self and staff.
- Ensures a safe and healthy workplace for all staff.
- Prepares the unit budget and the monthly variance for the division.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The incumbent will be required to travel outside of Yellowknife on a regular basis (1-2 times per month). Travel will be by a variety of modes of transport in a variety of weather conditions.

There will be considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. The incumbent will be exposed to conflicting priorities and expectations. Also, this position is required to prioritize tasks, dealing with confidential and politically sensitive information and working to tight deadlines on a daily basis.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of and ability to analyze and interpret relevant legislation, policies and procedures.
- Knowledge of governance best practices.
- Ability to reflect an understanding of the authorities and functioning of a government appointed board of directors (Leadership Council)
- Oral and written communication skills.
- Ability to proofread accurately.
- Ability to acquire/apply knowledge of the NWT governmental processes and procedures
- Project management, problem solving, consultation, negotiation, research, analysis, planning, coordination, monitoring and assessment skills.
- Computer skills (word processing, spread sheets, presentation software, email).

- Ability to synthesize complex information.
- Ability to be political sensitive, with ethical standards.
- Time management, prioritization, organization, facilitation and problem solving skills.
- Ability to work independently as well as part of a team, with a collaborative working style.
- Ability to work in a culturally diverse and inclusive environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to provide leadership and decision-making ability to manage workloads including multiple assignments with potentially conflicting priorities, while ensuring the Chairperson's needs are met.
- Ability to assign, delegate, and coordinate work assignments and projects, and manage staff.
- Ability to remain calm under pressure and manage stress.
- Ability to prioritize work to achieve operational and strategic objectives.
- Ability to manage the Leadership Council and Directorate budgets.

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

A Master's Degree in Social Sciences, Public Administration, Political Science or Business Management or a related field and eight (8) years of experience in intergovernmental affairs, directorate functions, indigenous government administration, governance, or similar areas ideally in a northern government context. Legal experience is an asset. Experience should also include working at the senior level with executive and senior management teams.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ 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