



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Health and Social Services Authority	Director, Stanton P3 and Facility Operations	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
48-15962	Yellowknife	Stanton P3 & Facility Operations /Territorial Operations

### PURPOSE OF THE POSITION

The Director, Stanton P3 and Facility Operations (Director) is accountable to the Chief Financial Officer (CFO) of the Northwest Territories Health and Social Services Authority (NTHSSA) for leadership, strategic implementation, and effective performance management in administering and implementing the Stanton Territorial Hospital (STH) Public Private Partnership (P3) performance-based project agreement (PA) designed and built under a Design-Build-Finance-Maintain (DBFM) delivery model between Boreal Health Partnership (Project Co) and the GNWT. This includes contract management and oversight of the hard services (building infrastructure, maintenance, and life cycles) and soft services (patient meals, cafeteria, housekeeping, laundry/linen, security, utilities management, snow and pest removal and grounds keeping) as part of the PA.

The Director is accountable for the effective facility operations, maintenance, and equipment support, as well as contract management services (food services, housekeeping, security, medical systems, waste management, landscaping, etc.) including interfacing with internal and external stakeholders, to deliver Outpatient Rehabilitation Services, Primary Care Clinics, and a 90-bed Long Term Care and Extended care program at the redeveloped ɬweg̑atì (Legacy Stanton) Health Care Facility.

The Director provides operations support to the Yellowknife Region operations for all leased buildings, community health centres (Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution), including supporting program systems, equipment, and contract management.

The Director is also responsible for facility operations and maintenance for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by the underhoused population in Yellowknife.



The Director is the NTHSSA's facility engineering professional to consult, assess, direct, and provide recommendations to NTHSSA's territorial facility operations teams to ensure operational compliance to all governing standards and legislation including interpretation and comprehension, as well as retaining architectural/engineering consultants and contractors, coordination with GNWT departments and agencies. The Director is responsible to provide technical oversight with regards to architectural, structural, mechanical, electrical, quantity surveying/cost estimating, technical and risk assessment, energy conservation, preparation for the development and review of technical documents and scopes of work for repairs and renovations required for territorial health infrastructure, including preparation of and management of design, construction, equipment, and associated service contracts to maintain operational requirements.

The Director represents the NTHSSA's interests in managing and maintaining the GNWT Tangible Capital Assets (TCAs) that NTHSSA depends on to carry out its legal obligations to provide a full range of health and social services programs to the public. These TCAs include a large vehicle fleet (153), health care clinics, health centers, hospitals, and accommodation facilities.

This position requires close collaboration, communication, and cooperation with several GNWT departments including Health and Social Services (HSS), Infrastructure (INF), Housing Northwest Territories (HNT) and Finance (FIN). The Director is a member of the NTHSSA's Senior Management Committee and is expected to contribute broadly to the achievement of the NTHSSA's vision, goals, and strategic direction through strong leadership and management activities. The Director may be called upon to present to the Minister HSS, Cabinet, and Committees of the Legislative Assembly or the Legislative Assembly.

The Director must perform these roles in the context of the Authority's Purpose, Guiding Principles and Values, and ensuring the NTHSSA is in compliance with the HSS specific legislation, the *NT Public Services Act*, *Financial Administration Act* (FAA), Generally Accepting Accounting Principles (GAAP) and Public Sector Accounting Standards (PSAS), GNWT related policies and manuals, and NT Human Resources legislation the NT Public Service Collective Agreements, and all other relevant government legislation, policies and procedures.

The Director plays a lead role in implementing the NTHSSA's strategic objectives in the consistent delivery of services.

## **SCOPE**

### **ORGANIZATION STRUCTURE**

The Director, Stanton P3 and Facility Operations is one of six positions reporting to the Chief Financial Officer.



The Director has a formal reporting requirement to NTHSSA Chief Operating Officers (COOs) for STH and the Yellowknife Region regarding facility services and operations.

The Director Stanton P3 and Facility Operations manages a team of 13 staff with the following direct reports:

- Manager, P3 Operations
- Manager, Stanton Territorial Hospital Facility Services
- Manager, Operations ḥwegǫtì (Legacy Facility)

## DIMENSIONS

Key dimensions include:

- Financial Systems: SAM (System for Accountability and Management)
- P3 PA lease operations annual budget: \$30M
- Reporting Positions 14
- Operations & Maintenance \$10.5 million
- Capital \$350M capital investment on facility
- Fleet Management \$300K

The Director Stanton P3 and Facility Operations is accountable for facility operations at the Stanton Territorial Hospital, the ḥwegǫtì (Legacy Stanton) 90-bed Primary Care & Long Term/Extended Care Facility, for all leased buildings, community health centres (Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution), facility operations and maintenance for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by Yellowknife underhoused population, and NTHSSA Fleet Management. This includes a team of 13 staff with the following direct reports:

### Manager, P3 Operations (2 positions)

The Manager, P3 Operations is responsible for the contract management of the 30-year P3 Stanton Territorial Hospital Project Agreement (PA) with Project Co for both hard services (building infrastructure, maintenance, and life cycles) 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 performance management ensuring that the P3 Project Agreement is effectively and efficiently administered and that a successful long-term relationship is established and maintained between NTHSSA project stakeholders and Project Co. The position is responsible for NTHSSA territorial vehicle fleet management including developing vehicle specifications, evergreening and surplussing processes, and development of associated vehicle fleet management policies, reporting, and procedures.

### Manager, Stanton Territorial Hospital (STH) Facility Services (5 positions)



The Manager, STH Facility Services is responsible for planning, organizing, managing, and directing specialized maintenance, and engineering for health care programs at Stanton Territorial Hospital. The Manager is also responsible to ensure facility operations and maintenance for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by the underhoused population in Yellowknife. This position develops, implements, administers, and reviews programs to maintain the facility equipment and systems in a safe quality and cost-effective manner, and ensures compliance with established National standards, practices and regulatory acts and procedures. The Manager is responsible for emergency preparedness for STH and ensures that hospital operations are consistent and comply with Accreditation Standards, Health Facility Standards and NTHSSA policies. The Manager is required to maintain close collaboration, communication, and cooperation with the Project Co, GNWT departments, and other stakeholders.

#### Manager, Operations (4 positions)

The Manager, Operations is responsible for the contract management for both hard services (building infrastructure, maintenance, and equipment) and soft services (patient meals, cafeteria, environmental management, laundry/linen, security, utilities management, snow and pest removal and grounds keeping) as part of facility services management for the *ħwegħati* (Legacy Stanton) Primary Care & Long Term/Extended Care Facility for the NTHSSA Yellowknife Region. The position also provides operations support to the Yellowknife Region operations for all leased buildings, community health centres (Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution), including supporting systems and equipment. The Manager ensures that facility operations are consistent and comply with Accreditation Standards, Health Facility Standards and NTHSSA policies.

The Director, Stanton P3 and Facility Operations is accountable for leadership, strategic implementation, and effective private sector performance management of the Stanton Territorial Hospital (STH) Public Private Partnership (P3) project agreement (PA), designed and built under a Design-Build-Finance-Maintain (DBFM) delivery model between Boreal Health Partnership (Project Co) and the GNWT. The Director leads a team to manage the GNWT's oversight of the PA, to ensure the GNWT's Territorial hospital is operating within the terms of the PA, preservation, and life-cycling of the asset, change management, negotiations, standards compliance, providing analytics and reporting, while managing the complex relationships that include the Service Provider and P3 signatories. The Director has significant independent accountability to the people of the NWT, being accountable for the strategic implementation and effective performance management of the Stanton P3 Agreement and report to senior executives of the NTHSSA, Ministry, and Cabinet as required.

The Director is the NTHSSA's facility engineering professional to consult, assess, direct, and provide recommendations to NTHSSA's territorial facility operations teams to ensure



operational compliance to all governing standards and legislation including interpretation and comprehension, as well as retaining architectural/engineering consultants and contractors, coordination with GNWT departments and agencies. The Director is responsible to provide technical oversight with regards to architectural, structural, mechanical, electrical, quantity surveying/cost estimating, technical and risk assessment, energy conservation, preparation for the development and review of technical documents and scopes of work for repairs and renovations required for territorial health infrastructure, including preparation of and management of design, construction, equipment, and associated service contracts to maintain operational requirements.

The newly renovated Ɂwegǫtì (Legacy Stanton) facility which includes Outpatient Rehabilitation Services, Primary Care Clinics, and a 90-bed Long Term Care and Extended care operates under a 30-year lease agreement with Ventura Stanton Inc. (Landlord). The Director will be required to interface with the Landlord and Infrastructure Leasing Division, and be accountable for all facility contracted services required for program operations including facility maintenance, utilities management; roads, grounds and landscaping maintenance; parking services; pest control services; security and access control; communications, laundry and linen; housekeeping; waste management; and food services, as well as the additional contract administration, performance monitoring, and operational compliance.

The Director is responsible to provide operations support to the Yellowknife Region operations for all leased buildings, community health centres (Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution), including supporting systems and equipment.

The Director is a key executive management role, responsible and accountable to provide vision and leadership to the strategic planning, direction, delivery, and evaluation of operations at NTHSSA facilities. The Director is responsible for establishing and maintaining an effective professional relationship with NTHSSA stakeholders, and service providers ensuring that all aspects of the Contract Agreements (CA) are met including identifying and managing risks while maintaining value for money.

The Director is also responsible for facility operations and maintenance for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by the underhoused population in Yellowknife. This includes ensuring all statutory, code mandated, and day to day maintenance activities are performed and completed in accordance with governing standards and best practices to ensure continuity of program operations.

The Director is responsible for the NTHSSA Facility and Fleet Management Unit which includes the tracking and reporting for the NTHSSA accommodations inventory and provides technical advice on facility infrastructure issues for resolution. The position is responsible for planning, development, and implementation of the NTHSSA 5-year fleet management plan including maintaining the vehicle fleet inventory, identification of priorities, specification development,



vehicle evergreening/surplussing processes, policy development and collaborates with DHSS and FIN regarding vehicle fleet priorities and business processes.

The Director is expected to work within pressing client-imposed deadlines to maintain or enhance facility or departmental operations and to maintain effective diplomatic relationships with staff, visitor, and patients, which includes assisting with individuals and groups in conflict resolution, problem solving, and team building. These situations are frequently sensitive and complex, which requires concentration and attention to the clients' well-being while fulfilling the organizational needs. The impact of the decisions may have a significant impact on the safety, comfort, and well-being of patients, staff, LTC residents' quality of life, visitors and on the operational effectiveness of the organization.

## **RESPONSIBILITIES**

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**
- 2. Directs the GNWT management of the Stanton Territorial Hospital P3 Operations Performance Agreement.**
  - Acts on behalf of the GNWT as the NTHSSA primary contact for the Stanton Hospital P3 Agreement, providing direction and leadership related to the P3 contract administration, dispute resolution support and service delivery performance management.
  - Acts as GNWT's authoritative expert on the PA and facility management matters for the NTHSSA, clients, internal and external stakeholders, and Project Co.
  - Responsible for the administration of legal, financial, and operational matters for NTHSSA under the PA that administers the operations and maintenance of the STH facility.
  - Advises and make recommendations to GNWT, NTHSSA, and Project Co on strategic direction regarding optimization of the hospital facility and the implementation of the facility management output specifications, payment mechanism and other relevant sections of the project agreement; review and confirm operating protocols and communications plans to meet the intentions of output performance specifications and optimize means for collecting and recording data.
  - Collaborates with and responds directly to the GNWT/NTHSSA, and Project Co for all requests for information on facility management, building operations, regulatory compliance, and emergency preparedness, including preparing briefing communication notes and media inquiries.



- Briefs Ministers, Deputy Ministers, senior officials, Cabinet, and Leadership Council on the P3, its performance agreement and facility management.
- Authorized representative for NTHSSA discussions on contract disagreements including GNWT coordination of the Dispute Resolution Process.
- Responsible for ensuring all service levels are met by Project Co.
- Responsible for ensuring NTHSSA meet all contractual obligations under the PA.
- Approves P3 Monthly Service Payments, approves payment of monthly Periodic Service Payments, ensuring that applicable penalty adjustments are actioned and arranging reviews and audits to ensure compliance.
- Responsible for ensuring the maintenance and storage of all corporate and audit records related to the PA. Directs an audit and review program for compliance reviews.
- Represents the GNWT in discussions with the Service Provider on innovative, timely and effective solutions to facility issues and address all performance concerns.
- Represents NTHSSA on matters related to the Output Specifications to ensure that Project Co adheres to all specified dates and deliverables.
- Evaluates Project Co delivery strategies to ensure that they are operating consistent with the project agreement obligations and value for money approach.
- Responsible to review and respond to complaints, concerns, and feedback regarding the performance of Project Co and its subcontractors and resolves issues in a timely manner.
- Mentors P3 operations team on how to complete facility condition assessments as part of auditing and tracking Project Co performance.

**3. Responsible for STH P3 Operations contract performance auditing and reporting and financial and resource accountability, overseeing all aspects of Project Co's performance monitoring program.**

- Conducts and reports on risk and variance analyses and ensures the reports, reviews and audits required in the PA are complete and accurate.
- Reviews and approves all annual plans and reports from Project Co.
- Reviews and analyzes contemplated service level or service delivery changes/variations, evaluates their impact on operations, contract terms and conditions, and performance levels, and provides recommendations to the NTHSSA prior to those changes being implemented.
- Oversees, and reports to the NTHSSA on the delivery of all hard services (building infrastructure, maintenance, and life cycles) and soft services (patient meals, cafeteria, housekeeping, laundry/linen, security, utilities management, snow and pest removal and grounds keeping) as part of facility management.
- Reviews the implementation and revision of applicable policies and procedures from P3 Partners and/or NTHSSA, the implementation of maintenance plans, and monitored service failure points.
- Developing reports on the delivery of services and maintenance, the implementation and revision of applicable policies and procedures, and the results of audits.



- Periodically audits Project Co's quality assurance framework to ensure effective performance and quality levels; and provides recommendations for improvement.
- Provides GNWT budget and variance reports and leads the development of financial, risk and resource models as required, including monitoring financial statements in SAM.
- Representing NTHSSA in discussions and negotiations of new or replacement contracts and site related change requests.
- Approving contracts for building changes affecting common areas and services.

**4. Leads negotiations for and implementation of changes to the STH P3 PA, including communications, engagement, and responses.**

- As the GNWT/NTHSSA Lead, is accountable for recommending and reporting on all changes to the PA.
- Leads negotiation and resolution of all service level agreements with Project Co.
- As the GNWT Lead for STH P3, attends meetings, presentations, and conferences with various levels of Government, Agencies, Private Sector and First Nations on behalf of NTHSSA.
- In consultation with NTHSSA CEO and CFO decides on changes that would impact funding agreements, lifecycle risk, or refinancing matters.
- Oversees negotiation of new contracts and change requests at the STH facility and PA oversight. Consults on, develops, and approves contracts for building changes affecting common areas and services ensuring NTHSSA officials are aligned.
- Receives, reports, and oversees the timely response to complaints, concerns, and positive feedback regarding the performance of Project Co from the public, NTHSSA staff, members of the care team, patients, and volunteers.
- Communicates Project Agreement, design, and P3 financial results to the NTHSSA Executive and other Corporate Directors as required. Promotes a mutual understanding of the complex contract requirements and contract compliance.

**5. Builds and maintains strategic partnership relationships while ensuring key linkages for STH P3 Operations.**

- Collaborates with NTHSSA, BHP and/or Project Co and other National and International stakeholders (private and public sector) to ensure timely resolution of facility performance challenges that negatively impacts operations and function.
- Co-Leads the Operational Period Joint Committee (OPJC) and liaises with senior management in NTHSSA to link P3 support services and operations to coordinate and resolve issues between NTHSSA staff and Project Co and their subcontractors.
- Participates in provincial and extra-provincial working groups and committees related to P3 operations, governance, oversight, and management.
- Maintains relationships with external stakeholders including contact with the Department of Health and Social Services (DHSS) for reporting, claims and related



matters as they apply to P3 operations; ongoing contact with other external stakeholders as required.

- Builds and maintains long-term business partnerships and promotes effective resource management

**6. Responsible for direction and compliance oversight for STH Facility Services Operations.**

- Responsible for planning, organizing, managing, and directing specialized maintenance, and engineering for health care programs at Stanton Territorial Hospital.
- Directs development, implementation, administration, and reviews programs to maintain the facility equipment and systems in a safe quality and cost-effective manner.
- Ensures compliance with established National standards, practices and regulatory acts and procedures.
- Responsible for emergency preparedness for STH and ensures that hospital operations are consistent and comply with Accreditation Standards, Health Facility Standards and NTHSSA policies.
- Analyzes internal and external situations and data to facilitate planning and decision-making processes.
- Daily performance monitoring and auditing to ensure compliance with governing standards for all facets of operational support services within the healthcare facility environment.
- Fiscally responsible for the delivery of services within the portfolio.
- Requires the challenging mental fortitude to manage expectations and demands as part of the ongoing indirect reporting relationship with the STH COO regarding facility operational concerns and support.

**7. Responsible for facility operations and maintenance for the NTHSSA managed Sobering Centre and Warming/Day Shelter facilities used by the underhoused population in Yellowknife.**

- Accountable for ensuring all statutory, code mandated, and day to day maintenance activities are performed and completed in accordance with governing standards and best practices to ensure continuity of program operations.
- Support facility operations contracted services required for program operations including facility maintenance, security and access control, and program equipment.

**8. Responsible for *łwegòtì* (Legacy Stanton) Facility Operations including management of contracted services for NTHSSA Yellowknife Region.**

- Accountable for facility operations contracted services required for program operations including facility maintenance, roads, grounds, and landscaping maintenance; parking services; security and access control; communications, laundry and linen; housekeeping; waste management; and food services,



- Responsible for contract administration, performance monitoring, and operational compliance.
- Responsible to interface with the Landlord and Infrastructure Leasing Division regarding operational issues or concerns.
- Regular performance monitoring and auditing to ensure compliance with governing standards for all facets of operational support services within the healthcare facility environment.
- Fiscally responsible for the delivery of services within the portfolio.
- Responsible for the implementation of standards and processes of measuring success and tracking quality service delivery and outcomes.
- Demonstrates and models awareness and sensitivity to the cultural needs of clients and staff.
- Oversees response and mitigation of operational issues including patient/staff/public service complaints, media, vandalism, misuse, and abuse of facility infrastructure.
- Directs development, implementation, administration, and reviews programs to maintain the facility equipment and systems in a safe quality and cost-effective manner.
- Provide operations support to the Yellowknife Region operations for all leased buildings, community health centres (Yellowknife, Dettah, Ndilo, Łutselk'e and Fort Resolution), including supporting systems and equipment.
- Requires the challenging mental fortitude to manage expectations and demands as part of the ongoing indirect reporting relationship with the Yellowknife Region COO regarding facility operational concerns and support.

**9. Oversees the strategic direction of quality-based operations and contracted services to facilitate NTHSSA healthcare programs.**

- Collaborates with the COOs of STH and the Yellowknife Region, and the Territorial leadership for the Operations services to identify current and future delivery requirements in Services through consistent territory-wide program development.
- Collaborates with the COOs with regard to program and service delivery, quality plans, outcomes, opportunities, risks, security incidents, threats, and including but not limited to incidents affecting or potentially affecting the safety and/or well-being of clients/patients and/or staff, and the integrity of STH, Legacy and the NTHSSA.
- In collaboration with the COOs and territorial directors and managers, recommends strategic initiatives, and identifies opportunities to sustain or improve the Territorial Operations service delivery, for review and consideration by the NTHSSA.
- Leads the development of and implements a P3 and Legacy Operations work plan that aligns with the NTHSSA's strategic direction, policies, and procedures.
- Collaborates with the COOs, Territorial leadership, and regional managers within related disciplines in the NTHSSA, the TCSA, and the HRHSSA, to ensure quality care services that are delivered consistently across regions and jurisdictions.



- Collaborates and maintains positive relationships with other stakeholders including the Department of Infrastructure (INF), DHSS, other GNWT departments, Canadian Standards Association, and legislative Authorities Having Jurisdiction (AHJ).
- Responsible to investigate and provide follow up using NTHSSA Quality Risk Management tools (RL6) including actions taken to resolve Project Co service delivery.
- Representing NTHSSA at meetings, presentations, and conferences with various levels of Government, Agencies, Private Sector and First Nations.
- Initiates and maintains relationships with key stakeholders in the DHSS, NTHSSA, HRHSSA, TCSA, and other government, community groups and other related external agencies. Serves on various committees, both internally and externally, to facilitate the provision of quality services and the coordination of service on a local, regional, and national level.
- Works as a member of the Senior Executive team and shares in the overall corporate management of NTHSSA facilities.
- Reporting to directly to the CFO, the Director requires the challenging mental fortitude to manage expectations and demands as part of the ongoing indirect reporting relationship with the STH COO, YK region COO, and the CEO regarding facility operational concerns and support.

**10. Ensures the facilities and the support activities carried out within STH, Yellowknife Region facilities, and Legacy meet all legal standards for safety and security.**

- Works collaboratively with the Regional/Territorial Quality and Client Experience Team to implement program and policy updates to align with the Accreditation Canada Standards of Excellence.
- Oversees team action plans, based on results of any work required to align with program standards, and recommendation from onsite Accreditation Canada Surveys.
- In collaboration with the COOs and program managers, reviews data and information to track service indicators set by the NTHSSA leadership team.
- Develops, implements, administers, and reviews programs to maintain the facility, equipment, systems, and grounds in a clean safe and quality, cost effective manner, and ensures compliance with established National standards, practices and regulatory acts and procedures.
- Oversees the preparation of necessary technical reports, annual work plans, promotional technical brochures, briefing notes, FMB submissions, and business plans.
- Ensures compliance on current governmental requirements related to facilities and energy, i.e. the Territorial regulatory agency for boilers and pressure vessels, and various Government of the Northwest Territories (GNWT) Safety Division Acts and Regulation such as electrical, gas, elevators, to ensure compliance and safety of work undertaken by Stanton and Legacy facilities.
- Communicates requirements to affected parties and coordinates activity required to address issues that surface.



**11. Provides excellent leadership and management to the Stanton Facility Services, P3 Operations, Legacy Operations, and Yellowknife Region Operations to develop a culture of accountability and ensure staff are supported in meeting operational requirements.**

- Maintains an effective organization structure that reflects service needs and prescribes the authority and responsibilities of the staff as they relate to the accomplishment of specific objectives identified in organizational and work plans.
- Representing NTHSSA on capital projects during the development, construction, and commissioning.
- Develops and maintains a strong team that is accountable for the management of their department(s) and ensures that activities are consistent with the mission, vision, values of the NTHSSA.
- Takes a proactive approach to succession planning by identifying key members of the department and providing opportunities for growth and development.
- Responsible for 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 in managing the Project Agreement.
- Determine work priorities and assigns work for staff, including management of internal and external work requests.
- Manage staff performance, training, and development to support knowledge transfer, skills development, and the team's continuous ability to provide best in class service.
- Establish objectives, business processes, and performance evaluation criteria.

**12. NTHSSA's facility engineering professional regarding the operations and management of the NTHSSA Tangible Capital Assets (TCA), facilities design, construction, and maintenance, management of leases, and telecommunication requirements.**

- NTHSSA's facility engineering professional to consult, assess, direct, and provide recommendations to NTHSSA's territorial facility operations teams to ensure operational compliance to all governing standards and legislation including interpretation and comprehension.
- Directs the retaining of consultants and contractors, including consultation and coordination with authorities have jurisdiction.
- Oversees developing technical scopes of work for repairs and renovations for facilities.
- Provides technical advice and recommendations on NTHSSA facility infrastructure issues for resolution including identifying appropriate stakeholder contacts for support.
- Responsible to provide technical oversight with regards to architectural, structural, mechanical, electrical, quantity surveying/cost estimating, technical and risk assessment, energy conservation.



- Oversees the development and review of technical documents and scopes of work for repairs and renovations required for territorial health infrastructure, including preparation of and management of design, construction, equipment, and associated service contracts to maintain operational requirements.
- Collaborating with DHSS and INF senior management on the acquisition and delivery of approved capital items and projects.
- Ensuring all facilities and medical equipment continue to be up to acceptable standards.
- Ensuring NTHSSA has the necessary TCAs including vehicles, major equipment, and other capital assets to effectively deliver programs and services.
- Participating in planning, functional development, construction, implementation installation, developing maintenance plans, record keeping, inspections, identifying deficiencies, and other required processes.
- Ensuring lease agreements NTHSSA policies, terms, and conditions are being adhered as part of accommodations use.
- NTHSSA point of contact when entering new lease agreements, or renewals to ensure all terms and conditions serve the best interest of the NTHSSA.
- Acting as the primary NTHSSA representative on telecommunications matters.
- Oversees the NTHSSA accommodations asset inventory listing is updated as part of NTHSSA Executive leadership required reporting and strategic planning.
- Works with DHSS and NTHSSA Territorial Operations on capital evergreening for the \$5-50k and over \$50k programs.
- Responsible for minor capital equipment acquisition process and evergreening of minor capital equipment under \$5k in STH and Legacy.

### **13. NTHSSA Territorial Vehicle Fleet Management.**

- Oversees the NTHSSA vehicle fleet annual evergreening/surplussing processes.
- Maintaining the vehicle fleet inventory, identification of priorities, and future needs.
- Responsible for the planning, development, and implementation of the NTHSSA 5-year fleet management plan.
- Directs NTHSSA territory wide Standard Operational Procedures (SOPs) and practices for fleet vehicle management.
- Collaborates with the DHSS and Department of Finance regarding vehicle fleet priorities and business processes.
- Ensures vehicle fleet insurances and registrations are current and distributed to regional representatives.
- Develops vehicle specifications, evergreening and surplussing processes, as wells as the development of associated vehicle fleet management policies, reporting, and procedures.



**14. 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, and Workers' Safety and Compensation Commission) 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 RL6 or other incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures.

**WORKING CONDITIONS**

**Physical Demands**

Normal office and may include walking throughout buildings daily to review facility issues including electrical and mechanical services areas, which may include climbing ladders, working at heights, or performing site/work progress inspections. Travel to regional facilities is required.

**Environmental Conditions**

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

**Sensory Demands**

No unusual demands.

**Mental Demands**

The position encounters competing demands and conflicting rigid deadlines, involving politically and publicly sensitive issues, dealing with staff, public, private sector, supervisors, senior GNWT executives and departments who may have divergent perspectives and demands. Interest based resolutions, solutions, and communications are required. Decisions may have long range impacts on the health care system.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and understanding of capital planning and business process and analysis.



- Knowledge of project management, and project delivery methods including design-bid-build, construction management, design-build, P3, including project teams involving third party consultants or participants.
- Knowledge of building codes, standards and regulations, and the application of architectural and engineering principles to the building design process.
- Ability to read and comprehend technical drawings and specifications for buildings, systems, and construction.
- Knowledge and understanding of the practices, principles, and concepts of P3 projects agreements, and their day-to-day operational function.
- Ability to define, lead, plan, direct, manage and implement business performance management, reporting and oversight of P3 performance agreements and management processes.
- Negotiation, collaboration, and consensus-building skills.
- Ability to successfully lead and manage work teams and functional areas.
- Ability to work under pressure with multiple deliverables and deadlines.
- Ability to maintain diplomacy and tact and good business relationships.
- Ability to work collaboratively and take a lead role with consultants, colleagues, and stakeholders on large complex projects.
- Knowledge of specialized requirements in a health care environment.
- Interpersonal skills, including the ability to motivate changes in behavior and the creation of a positive work environment.
- Ability to identify root causes of issues and problems, and ability to negotiate and renegotiate as needed to resolve.
- Financial management and accounting knowledge; ability to read and understand financial statements; manage, and produce budgets; create, monitor, and report on financial and performance metrics.
- Knowledge of northern communities, indigenous organizations, northern political environment and established contacts and existing relationships with stakeholders
- Ability to function effectively in a highly dynamic environment, including ability to effectively manage time, workload, and associated high stress situations.
- Experience in contract management including understanding of contract language terms and conditions, assessing risks, and seeking legal support when required.
- Skills with the use of office, database and project management software applications including Microsoft office suite of programs (i.e., Excel, Word, PowerPoint).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity in the workplace.



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

A Master's degree in Engineering, with a minimum of 8 years of experience at a management level managing complex contracts relating to facility construction and services, including 3 years in the oversight of a P3 Infrastructure Performance Agreement, and 5 years managing large construction projects in a Northern environment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

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

Registration as a Professional Engineer with the Northwest Territories Association of Professional Engineers and Geoscientists (NAPEG).

**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