



IDENTIFICATION

Department	Position Title	
Health and Social Services	Registrar General, Vital Statistics	
Position Number	Community	Division/Region
49-0447	Inuvik	Health Services Administration

PURPOSE OF THE POSITION

The Registrar General, Vital Statistics manages the Vital Statistics unit and will hold the appointment of Registrar General in accordance with the *Vital Statistics Act*. The Vital Statistics unit provides an accurate and comprehensive record of all births, deaths, marriages, stillbirths and custom and private adoption and change of names in the Northwest Territories (NWT). This position is responsible for the direction and supervision of all staff in the section including the appointment of sub-registrars, making recommendations for Minister's appointment of marriage license issuers, marriage commissioners, and the registration of clerics.

The Registrar General, Vital Statistics monitors and reviews registrations and/or requests for information, along with reviewing, analyzing, researching and making recommendations for updating legislation, policies, procedures and guidelines as it pertains to these sections in accordance with the policies, procedures, guidelines and related acts to ensure eligible clients receive entitled services effectively and efficiently.

SCOPE

The Department of Health and Social Services is located in Yellowknife with the exception of the Health Services Administration division which is located in Inuvik. Reporting to the Director, Health Services Administration, the Registrar General, Vital Statistics is a member of a decentralized unit and leads an territorial group of Marriage Commissioners, Marriage License Issuers, and Deputy Registrars in the management and administration of Vital Statistics for clients who have had vital events in the Northwest Territories and serves the public by providing issuance of certificates for those vital events that occurred in the NWT.

The Registrar General, Vital Statistics is accountable for all policy initiatives for Vital Statistics providing policy advice and direction to Sub-Registrars and committee members in the department and authorities, ensuring all new initiatives comply with federal and territorial statutes (including ATIPP). This requires working closely with the Policy, Legislation and Communications department on Federal/Provincial/ Territorial matters and providing direct support to the Director, Health Services Administration, and advice and recommendations to senior managers in the Department.

RESPONSIBILITIES

- 1. Assists in developing drafting and updating legislation, policies and procedures related to the Vital Statistics Department in order to ensure that they are current, accurate and in accordance with relevant agreements, acts and guidelines.**
 - Develops the policy framework for the authority and coordinates the evaluation of existing policies.
 - Maintains an on-going review of current legislation, policies and procedures for the purposes of recommending changes, where necessary, to ensure that public requests are handled efficiently and effectively.
 - Produces, revises, and implements the use of documentation to achieve requirements of the various Acts.
 - Reviews draft policies and initiatives to ensure that they are consistent within the department's strategic direction and reviews legal, political, and financial issues as well as the concerns of stakeholders.
 - Conducts research or consults with Federal/Territorial/Provincial counterparts on legislation, policies and procedures from other jurisdictions to ensure that our legislation, policies and procedures corresponds and is kept up to date to meet the needs of our clients.
 - Develops manuals and guidelines concerning legislation, policies and procedures so that staff and co-workers can conduct their duties accordingly.
 - Develops methods for this section to evaluate, recommend and/or implement legislation, policies and procedures effectively and efficiently.
 - Recommends amendments to specific legislation such as review rates and fee schedules to provide for efficiency and effectiveness.
 - Provides substantiation for policy proposals to Executive Council, its committees and related central agencies.
 - Drafts reports, briefing notes and issue papers for the Director, Health and Social Services on sensitive issues that may require legislation such as gender changes and, in order to do this effectively and efficiently, the incumbent must remain current on the policies, procedures and regulations currently in place.

- 2. Provides Quality Assurance that ensures compliance with the set rules, regulations and legislation resulting in registrations, amendments and requests for information to be dealt with in a timely manner so that client records are accurate and reliable.**

- Monitors the work of the Sub-registrars, Deputy Registrar General and Vital Statistics Specialist to ensure that registrations of all vital event is complete and recorded in the computerized databases in an efficient and effective manner.
- Reviews requests for amendments to existing registrations and making changes as discretionary powers permit.
- Maintains confidential files on registrations of adoptions through acceptance of Supreme Court orders or Custom Adoption Certificates, and filing of same, producing a substitute registration and, where necessary, liaising with other Provincial/Territorial jurisdictions.
- Signs birth/death/marriage certificates so that issuing of requested certificates to the general public is carried out from the information entrusted to the Vital Statistics Division.
- Exercises discretionary authority to amend registrations by evaluating information provided by the public, Ministers, etc. to change date/year of birth, name, addresses, etc. If insufficient, investigation historical records, and liaising with appropriate officials, departments, etc.
- Solicits information/documentation concerning the registration of any event not yet registered in order to fulfill the mandate of the Vital Statistics Act.
- Making inquiries necessary to obtain information required on incomplete registrations.
- Establish office security and develop standards and procedures to help prevent fraud and promote security within the department.
- Review and investigate all questionable applications involving birth and death and associated fraud.
- Identify and coordinate training for vital records staff on security/fraud prevention and identity document verification.
- Maintains a complex system of paper registers, files and index systems in a strictly confidential manner.
- Performs duties of a Marriage License Issuer and Notary Public in accordance with the Vital Statistics Act, Marriage Act, Evidence Act and the various other agreements, acts, policies, procedures and guidelines to ensure that licenses and documents are issued and witnessed accordingly.

3. Manages the staff of the Vital Statistics unit order to meet divisional and departmental objectives.

- Ensures unit staff have access to necessary resources, supplies, equipment and information.
- Informs staff about departmental and divisional priorities.
- Develops and implements annual work plans which establish short and long term objectives for the unit.
- Organizes staff, intergovernmental committees, and information resources.
- Completes staff management functions within the division including staffing through the Department of Human Resources, performance reviews, and discipline.
- Identifies training requirements and opportunities for staff including conducting training workshops in policy matters as required.

- 4. Approves expenditures to ensure that payments are made within outlined legislation, directives, policies and procedures.**
 - Prepares budget estimates.
 - Forecasts inventory and expenditures associated with delivery of Vital Statistics services.
 - Approves associated expenditures in the delivery of Vital Statistics services.
 - Serves as managerial control for the budget including approval for O&M expenses.
 - Prepares monthly variance reports.

- 5. Responsible for recruitment, development and delivery of training and administration to staff to ensure they are capable of delivering the programs and services relating to their section.**
 - Recruitment of staff in the Vital Statistics division, to ensure the candidate meets the requirements of the section involved.
 - Identifies training needs for staff, co-workers, Sub-registrars, issuers, etc. as required.
 - Develops training plans, programs and materials such as manuals, handouts and course materials.
 - Liaises with the public, clerics, coroner, RCMP, hospital and health centers, Sub-registrars, clerks, GNWT agencies as well as Federal and Provincial/Territorial counterparts for the purposes of providing interpretation of legislation and current practices or policies concerning matters of vital events and conducts training workshops for Sub-registrars, issuers, staff, etc. as required.
 - Coordinates, schedules and delivers training sessions as required.
 - Evaluates the effectiveness of the training and re-designing the training where appropriate.
 - Provides follow-up advice and guidance concerning the training on an on-going basis.

- 6. Performs other duties as required to support the responsibilities of the Health Services Administration Division.**
 - Acts as a member of the Vital Statistics Council for Canada by attending the annual meeting and taking part in quarterly tele-conferences.
 - Provides information and prepares reports monthly for Statistics Canada, Population Health, Health Registrations, Crown-Indigenous Relations and Northern Affairs Canada, Government of Nunavut, Elections Canada, Motor Vehicle Licensing and the required Change of Name reporting.
 - Acts as a member of committees on special projects or issues concerning the Vital Statistics Section of the Health Services Administration.

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

- Specialized knowledge of a variety of legislation and policies including but not limited to:
- Vital Statistics Act, Access to Information & Protection of Privacy Act, Change of Name Act, Marriage Act, and the various other agreements, acts and guidelines, Data Release Guidelines, Public Service Act
- The knowledge and ability to interpret legislation and explain or apply it to work situations.
- Extensive knowledge of Vital Statistics as it relates to program and service delivery for clients of the Northwest Territories;
- Comprehensive knowledge of theories and principles of Vital Statistics systems for clients with various needs;
- Knowledge of the broad ranges of NWT Services, as well as, the legislation and legal processes relating to the delivery of Vital Statistics in the NWT;
- Knowledge of policies, procedures, principles, practices and standards relating to Vital Statistics in Canada;
- Ability to understand and implement Departmental policies, procedures and standards of practice in a government setting;
- Ability to develop and maintain successful community partnerships to increase the community partner's receptiveness to the department's strategic direction;
- Knowledge of northern culture and the environment within the Northwest Territories and its impact on Vital Statistics across Canada;
- Knowledge of international, national, and provincial trends and developments in Vital Statistics strategy development;
- Knowledge of program planning and evaluation methods in the Vital Statistics field and ability to apply Vital Statistics research methods and statistical/quantitative analysis techniques;
- Ability to define the scope and requirement for diverse concurrent projects, and leads, develops and manages through all phases including problem definition, research design and development, consideration of alternative strategies, implications and selection of alternatives including identifying opportunities for practice improvement, efficiencies and innovation with regard program delivery;
- Demonstrated ability to manage organizational, budgetary, human and material resources that focus on results and outcomes;
- Ability to effectively communicate within an inter-disciplinary team environment and to

- recognize and respond to Departmental needs in order to inspire confidence;
- Ability to operate a desktop computer to produce written documents, develop and analyze spreadsheets, conduct internet research, prepare presentations and analyze data utilizing available computer programs;
- The ability to deal with a variety of people, some who may be upset or hostile, by exercising diplomacy and tact in order to gain their compliance and minimize conflicts.
- The ability to plan, co-ordinate, prioritize workload and organize staff and activities.
- Basic research and analytical skills.
- Ability to maintain professionalism.
- Ability to diffuse difficult situations
- The ability to adhere to policies, rules and procedures as established.
- The ability to speak an aboriginal language or French would be a definite asset.
- The ability to obtain and review pertinent information and make sound decisions and /or recommendations based on available information.

Typically, the above qualifications would be attained by:

The knowledge, skills and abilities required for this position will generally be acquired through completion of a two-year post-secondary diploma in Management, Health Administration, Commerce or Business with six years of experience in a progressively responsible client-based office including program administration experience and four years of supervisory experience. Knowledge of Vital Statistics processes would be an asset.

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