



IDENTIFICATION

| Department | Position Title | |
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| Health and Social Services | Director, Corporate Planning, Reporting and Evaluation | |
| Position Number | Community | Division/Region |
| 49-10796 | Yellowknife | Corporate Planning, Reporting and Evaluation |

PURPOSE OF THE POSITION

The Director of Corporate Planning, Reporting and Evaluation (the Director) contributes to the achievement of the Department of Health and Social Services (the Department) vision, mission, mandate by providing overall leadership and guidance on strategic and business planning, performance measurement and accountability, research and analysis, corporate reporting, and assessment of social and health impacts of resource development.

SCOPE

The Director, Corporate Planning, Reporting and Evaluation is located in Yellowknife and reports directly to the Assistant Deputy Minister, Finance, Policy and Planning. The Director is a member of the Department's Senior Management Committee, providing sound analysis, information, and advice in support of good decision making throughout the health and social services system.

The Director is responsible for ensuring that a comprehensive and appropriate framework is in place to manage accountabilities throughout the entire health and social services system, including a health and social services service performance measurement system, program monitoring and evaluation strategies, and performance agreements with regional authorities.

The Director is responsible for leading and coordinating effective system-wide strategic and business-planning processes, including environmental scans, outcomes and measures development, and results reporting. The position directs and guides the assessment of health conditions, the determinants of health and social wellbeing, health system performance, health and social research and analysis, social modeling, forecasting, and the assessment and

monitoring of non-renewable resource development impacts on communities and on the health and social services system.

The incumbent is responsible for directing and managing the department's reporting obligations, including the preparation of regular reports on the health and wellbeing of the population and on the performance of the health and social services system. Other reporting requirements include special reports on selected health and social issues, reports required as a result of agreements with Canada and provincial jurisdictions, and analytic reports in support of government wide and inter-governmental initiatives and outcome reporting.

The Director is also responsible for the Professional Licensing functions of the Registrar's office.

DIMENSIONS

Estimates

| | |
|-------------------------|------------------------------|
| Staff | 12 FTEs (including Director) |
| Compensation & Benefits | \$1,392,000 |
| O&M | \$194,000 |

Planning, Reporting and Evaluation (6 staff)

The Planning, Reporting and Evaluation Unit is responsible for system planning and reporting activities, developing and implementing satisfaction surveys, providing advice and support to the Department and Authorities, and promoting sound practices related to planning, program design, evaluation and results management.

The section is also responsible for a broad range of research and analysis activities required to monitor and forecast population health and wellbeing, to track social, economic, demographic and environmental determinants of health and wellbeing, and to measure and evaluate the performance of the NWT health and social services system.

Professional Licensing (3 staff)

The Professional Licensing Office is responsible for ensuring public safety through the administration of statutes that provide for the registration, licensing and discipline of regulated health and social services professions, and within a framework of policies, practice standards and profession ethics, the Canadian Free Trade Agreement's Labor Mobility provisions, national regulatory standards and interjurisdictional best practice.

Impact Assessment (2 staff)

The Impact Assessment Unit is responsible for providing expertise in social and health impact assessment by coordinating departmental participation in environmental impact assessments, socio-economic agreements, climate change initiatives, land-use planning activities, and the implementation of mitigation measures and monitoring programs related to development projects in the territory.

RESPONSIBILITIES

- 1. The Director is responsible for coordinating strategic and business planning processes for the health and social services system to ensure a clear focus and a solid basis for resource allocation.**

Main Activities

- Ensure the Department's Strategic Plan is up to date and consistent with emerging government priorities
 - Provide strategic planning advice and support to regional Health and Social Services Authorities, and ensure that planning processes are coordinated.
 - Provide direction to and coordinate the development of the Business Plan for the health and social services system.
 - Prepare presentations and reports to inform senior managers, Members of the Legislative Assembly and the public and to assist in direction setting and decision-making.
 - Plan and manage a research agenda on population health and social well-being.
 - Develop and maintain a schedule of specialized health and social service reports (e.g. NWT Health Status Report).
- 2. The Director directs research and analysis to inform and assist in the monitoring and forecasting of health, social, economic and demographic conditions, and to facilitate needs assessment and demand forecasting for health and social services. The Director promotes the research priorities of the NWT Health and Social Services system in support of informing evidence-based innovations across the Department and Authorities.**

Main Activities

- Direct and coordinate the research, collection and analysis of social, demographic and related information.
- Direct the research, evaluation and development of valid, reliable and usable outcome measures and indicators for monitoring social, health and other contributing conditions in the NWT.
- Direct the development of valid, reliable and usable benchmarks for measuring progress and evaluating programs.
- Direct the design of statistical models to provide trend analysis and forecasting capacity on particular health and social variables.
- Direct the design of socio-demographic models to forecast emerging needs and shifting demands for social programs.
- Lead processes of identifying and promoting research priorities driven from system needs to support innovation and research investment in the Health and Social Services system.
- Broker relationships with research partners within and outside of the NWT.

- 3. The Director is responsible for ensuring that a comprehensive, appropriate, and contemporary framework is in place to manage performance and report on accountabilities established through legislation and policy throughout the health and social services system.**

Main Activities

- Ensure appropriate and effective program design and evaluation techniques are applied consistently.
 - Liaise with the Canadian Institute for Health Information, Health Canada, Statistics Canada and other agencies on developments in performance measurement systems in the health and social service sectors
 - In cooperation with the Information Management Division, identify appropriate information management systems and ensure that they are implemented and maintained throughout the system.
 - Work with other units to update and maintain current performance measurement systems.
 - Develop and manage a reporting agenda.
 - Research, compile analyze and report on health and social conditions, and the determinants of health and wellbeing, on a regular basis.
 - Prepare annual results reports.
 - Provide for training and skills development to staff and program managers throughout the system in performance measurement and program evaluation.
 - Develop program evaluation standards, guidelines and resources for use throughout the system.
- 4. The Director is responsible for leading the Department's activities related to monitoring and responding to the impacts of non-renewable resource development initiatives on communities and on the health and social service sectors.**

Main Activities

- Direct the review and evaluation of Developers' proposals and environmental impacts assessments
 - Direct and coordinate the Departments' technical assessments and reports to Regulatory Authorities, briefings to senior management, and submissions to public hearings in relation to resource development activities
 - Represent the Department's interests on interdepartmental committees responsible for environmental impact reviews and negotiations of socio-economic agreements
 - Direct the Department's activities related to measuring and monitoring the impacts of resource development projects, and liaise with Authorities and communities in mitigating negative impacts
- 5. The Director is responsible for leading the timely and accurate issuing of registration and licensing of health care professionals throughout the NWT.**

6. The Director is responsible for managing the Division's financial and human resources.
7. The Director is responsible for constructive participation in the senior management team of the department and for contributing to the senior leadership of the Health and Social Services System in the NWT.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

Managing tight deadlines, competing priorities and complex issues can be stressful at times.

KNOWLEDGE, SKILLS AND ABILITIES

- A seasoned knowledge of policy and legislation development, communication planning, intergovernmental relations and an ability to apply this knowledge in a rapidly changing and challenging environment.
- An ability to analyze, evaluate and interpret a wide range of information and apply it within the unique sociopolitical environment in the NWT.
- Seasoned knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Ability to work within, across, and externally to the organization in a collaborative way.
- An ability to effectively lead and motivate staff in a cross-cultural setting.
- Ability to effectively represent the Department and its position accurately and professionally in a variety of meetings, presentations and other situations.
- A seasoned knowledge of and an ability to facilitate the Business Planning process.
- A seasoned knowledge of and an ability to facilitate the development of comprehensive strategic plans for organizations similar in size.
- A well-developed ability to analyze, evaluate and interpret a wide range of information and apply it within the unique social, economic and political environments of the NWT.
- A thorough knowledge of and ability to apply generally accepted approaches to accountability planning, monitoring and reporting. This includes an ability to adapt to evolving governance structures.

- An excellent ability to lead complicate projects from pre-planning through implementation to evaluation. Seasoned knowledge of the principles and practices of performance measurement.
- Thorough knowledge of the principles and practices of socio-economic assessment and monitoring of resource development activities.
- Highly effective oral and written communication skills, including presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- 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.

GNWT Management Competencies

Demonstrate Self-Confidence (Act confidently in challenging situations) - An ability to face difficult situations with confidence in own ability to succeed. This includes: feeling excited by a challenge; viewing challenges as opportunities; speaking up when you disagree with management, clients or others in power in a polite non-confrontational manner by stating you own view clearly and confidently, even during conflict; and after a set-back, maintaining your confidence in your own ability to succeed in new tasks, jobs or projects.

Listening, Understanding and Responding (Understands and responds to underlying issues) - An understanding of why people behave in a certain way in given situations. This includes being able to: respond to peoples concerns in a proactive manner that promotes long-term solutions.

Organizational Awareness (Understands Power Relationships) - An understanding of and ability to describe and use the existing power and influence networks in the GNWT and other organizations. This includes showing a clear understanding of the influence process in the organization.

Demonstrating Strategic Business Sense (Thinks in Strategic, future oriented, terms) - An ability to think beyond the work environment and make decisions in the context of the organizational and political climate. This includes: actively increasing one's own knowledge/awareness of the business and competitive environment to determine long-term issues, problems or opportunities; developing and establishing broad scale, longer-term objectives, goals or projects based on the understanding or awareness of economic and political trends; and initiating change within the Department that is reflective of long-term strategy or vision.

Developing Others (Does Longer - Term Coaching or Training) - An ability to arrange appropriate and helpful assignments to foster a person's learning and development. This includes arranging experiences for other to build up their skills and confidence and identifying training or developmental needs for team or group of staff.

Focusing on the Client (Addresses Underlying Client Needs) - An ability to seek information about the real underlying needs of the client beyond those expressed initially. This includes and ability to match underlying needs of a client to available or customized products or services.

Managing Workload (Positions self as the Leader) - An ability to set an example by modeling desired behaviour. This includes securing group members “buy-in” regarding mission, goals and policies.

Managing Change (Follows Through on Change Initiative) - An ability to take specific and sustained action to ensure the successful implementation of the change program. This includes an ability to reinforce the change message with own actions and attitudes, and publicly recognize individuals who are demonstrating behaviors that support the change initiative.

Partnering with Stakeholders (Provides a Broad Perspective) - An ability to effectively discuss changes or opportunities in the wider environment that may affect or benefit stakeholders. This includes an ability to work with a long-term perspective and may trading off immediate costs for the sake of partnerships and initiating activities to improve the current working relationship.

Typically, the above qualifications would be attained by:

This level of knowledge, skill and ability is normally acquired through the completion of a university degree in Social Science, Public Administration or other related field with 10 years progressively more responsible experience in the development of policy and legislation, including project management and evaluation experience with 5 years supervisory/management experience. An appreciation for the complex interplay of political, economic and social forces at work in the NWT, as well as a thorough understanding of the determinants of population health are an essential ingredient to success in this position.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

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

READING COMPREHENSION:

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

WRITING SKILLS:

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

- ☐ French preferred

Indigenous language: Select Language

- ☐ Required
- ☐ Preferred