



IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Public Health Project Officer	
Position Number	Community	Division/Region
49-11018	Yellowknife	Office of the Chief Public Health Officer

PURPOSE OF THE POSITION

The Senior Public Health Project Officer oversees and coordinates the implementation of assigned projects supporting operational and strategic priorities to improve public health programming in the Northwest Territories (NWT). The position will collaborate with a team of multi-disciplinary specialists to advance the work of the division, and will analyze and evaluate national standards as well as advances in research and best practices to ensure NWT public health policies, directives and standards are current. The position will support collaborative efforts between the Department of Health, NWT Health Authorities and key stakeholders in efforts to build territorial capacity to deliver more effective public health programming.

SCOPE

The Office of the Chief Public Health Officer and the Population Health Division provide public health expertise and support to the NWT Chief Public Health Officer as set out under the *Public Health Act* and regulations as well as the NWT Health Authorities. The Division includes a multidisciplinary team of staff that provides expertise, guidance and/or direction on environmental public health, and epidemiology and surveillance of diseases and related social determinants of health. The Director of Population Health reports to the Chief Public Health Officer. The Office of the Chief Public Health Officer includes provides expertise, guidance and/or direction on environmental health, climate change, health and wellness, nutrition, food security, environmental contaminants, immunizations, public health & communicable disease control, outbreak management, and any function that falls within the Public Health Act or public health domain.

The Public Health Project Officer reports to the Chief Public Health Officer and is located in Yellowknife. The position works closely with the Population Health Division, NWT Health

Authorities, public health specialists and other health professionals within the NWT health and social services system as well as with other agencies to develop and implement projects that improve public health programming and outcomes in the NWT.

The position develops, coordinates and implements projects supporting identified public health priorities. The position researches and analyzes national standards, policies and best practices to identify improvements to NWT public health legislation, regulations, standards, procedures, policies and best practices. This can include but is not limited to coordinating education materials, facilitating key discussions and meetings with key stakeholders, developing social marketing and community development tools. The position will identify opportunities for improved knowledge transfer and employ strategic communications on public health topics, and assist with implementation and change management activities.

The position applies research and project management methodology, including but not limited to project planning, risk management and contingency planning, communication, monitoring and project/program evaluation techniques to ensure that the development and implementation of projects are done efficiently and effectively, and the outcomes meet project requirements. The position will contribute to the work of cross-functional project teams drawn from the Department, HSS Authorities and other departments and be responsible for project budgets upwards of \$500,000 as funding becomes available.

RESPONSIBILITIES

1. Research and advance changes in legislation, regulations, standards, procedures, policies and best practices to support the delivery of public health services in the NWT.

- Identify tasks and develop work plans to advance changes to territorial public health legislation, regulations, standards, procedures, policies and best practices.
- Analyze and synthesize information from a wide range of agencies and public health experts as well as available national, territorial and provincial legislation, regulations, standards, procedures, policies and best practices.
- Consults and collaborates with other Departments and regional personnel, NGOs and stakeholder groups or committees to identify and implement a range of projects, policies and legislative options Draft territorial standards, operational procedures, business mapping/flowcharts and supporting resources such as manuals, visual aids and communications materials.
- Ensure accurate documentation of literature sources, evidence and internal decision-making.
- Maintain files and resources
- Conducts research and acts as a resource on public health and population health projects and initiatives
- Create and maintain a method of monitoring and updating NWT public health standards, procedures and policies.
- Actively participates and coordinates interdepartmental committee work.

- 2. Develop, implement and evaluate public and technical resources and processes, while coordinate reviews by other public health experts.**
 - Synthesis research and develop appropriate content and formats to convey public health advice,
 - Draft fact sheets, website content, presentations, briefing materials and other products to assist with clinical practice notices as well as public health advisories.
 - Work with epidemiologists to prepare statistical reports for clinical audiences or national reporting forums.
 - Coordinate the internal review of technical documents and consolidate feedback.
 - Develop tools to review and evaluate effectiveness of resources and processes being developed.
- 3. Develops effective communications strategies and materials to ensure working groups and the public are informed and aware of issues concerning public health as they relate to identified public health priorities.**
 - Develops communication and promotion strategies and materials appropriate to the north and the NWT HSS system in collaboration with other staff as appropriate.
 - Fosters open communication among a wide variety of government and NGO partners and assists HSSAs in coordinating collaborative approaches to territorial wide special projects.
 - Implement a communication/change management strategy to ensure that all stakeholders involved in the project are kept informed on the progress of implementation.
 - Provide regular updates on project status and targeted phases/deliverables.
 - Oversees contracts for public health special project activities.
 - Assists senior management with implementing succession planning for new strategies that are developed.
- 4. Coordinate administrative management of agreements and contracts.**
 - Track reporting requirements for agreements and contracts.
 - Oversee contacts for ongoing public health project activities
 - Prepare activity and financial reports to meet reporting requirements, and ensure contributions from management and program staff are reflected in these reports.
 - Coordinate and track agreement renewal processes, including coordination of internal reviews and support to management in negotiations with federal agencies on proposals and terms of agreements.
 - Seek additional funding to supplement activities and other initiatives through proposals and cost-sharing agreements that support the special projects objectives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be expected to travel on occasion.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of public health subject matter in the areas of communicable disease, environmental public health, and epidemiology and surveillance.
- Good knowledge of the *Public Health Act*.
- Strong knowledge of research techniques and processes.
- Knowledge of northern cultures and of cultural influences on health.
- Knowledge of public health messaging and risk communication.
- Strong skills in using computer programs, particularly word processing, presentation software and database software.
- Good interpersonal communication skills, including presentation skills.
- Good project and time management skills, and ability to prioritize and work independently.
- Strong ability to critically review and analyze scientific research and literature, and translate statistical information into plain language.
- Strong ability to synthesize pertinent information into an easily comprehensible format for a technical audience as well as for the public, including presentations, summaries and fact sheets.
- Ability to form partnerships and work effectively in small and large groups using strong facilitation, project management and leadership skills, program planning and implementation skills, listening and verbal communications skills, facilitation and presentation skills, negotiation skills, team building and relationship building skills.

Typically, the above qualifications would be attained by:

A university degree in a public health discipline with minimum 1 year of experience.

Experience in program development and implementation; working with interdisciplinary teams; community development; developing and delivering presentations.

ADDITIONAL REQUIREMENTS

Immunizations

The incumbent must provide proof that their immunizations are up to date according to the Canadian Immunization Guide for Health Care Providers prior to hiring and ongoing proof that immunizations are kept up to date.

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