



IDENTIFICATION

Department	Position Title	
Health and Social Services	Director, Policy, Legislation and Intergovernmental Relations	
Position Number	Community	Division/Region
49-13352	Yellowknife	Policy, Legislation and Intergovernmental Relations

PURPOSE OF THE POSITION

The Director, Policy, Legislation and Intergovernmental Relations (Director) is responsible and accountable for providing overall leadership and strategic advice on all policies, legislation, and intergovernmental relations relevant to the Department of Health and Social Services (Department).

The Director provides expert, strategic advice and recommendations to the Chief Executive Officers of the three Health and Social Services Authorities (Authorities), the Assistant Deputy Minister Finance Policy, Planning and Communications, the Deputy Minister and other members of the Senior Management Team on policy, legislative and intergovernmental matters, including options for addressing issues. The incumbent provides direct support to the Deputy Minister and Minister in appearances before legislative committees.

SCOPE

The Director is located in Yellowknife and reports directly to the Assistant Deputy Minister, Finance Policy, Planning and Communications.

The Department of Health and Social Services (DHSS) is the largest, most broadly based department in the GNWT. The HSS System is comprised of the departmental structure and three Authorities that deliver a complex array of programs and services, and a number of contracted service Providers. The system is supported by a number of contractual arrangements through which services that are not currently available in the NWT are provided in other jurisdictions. The HSS system directly employs over 2,000 staff members in a wide range of employment categories and provides services to a population of approximately 43,000 residents.

Health and Social Services (HSS) Systems across Canada are facing dynamic and continual pressures. Services in the Northwest Territories (NWT) are in a similar position. As a result,



effort to focus on the cost management, efficiency and effective care are very important. These conditions must be balanced with the dispersed nature of the Territorial population and the unique aspects of the health and social status found in the NWT. Since 2013, the NWT HSS system has been engaged in a strategic renewal process. This began with System Transformation, a multi-year, community engagement-driven process to develop a model for an integrated health and social system. The resulting changes to the system's governance structure have enabled a one-system approach, allowing for greater efficiency and integration while better respecting the unique contexts and strengths of the NWT's distinct regions and cultures.

Building off the results and momentum of System Transformation, the strategic renewal of Primary Health Care Reform is intended to shift the system and its care models towards a team and relationship-based approach that is driven through public participation, community feedback and data, and built on a foundation of trust and cultural safety. Using a community development approach, we are changing the way we work with people and communities, at every level of the health and social services system, to enable public participation in priority setting, planning, and design that integrates the social determinants of health, with the goal of implementing cost-effective programs that are more culturally appropriate and responsive to the needs and priorities that have been identified by stakeholders themselves.

The Director operates in a dynamic and complex environment and must carry out the responsibilities of the position recognizing the complexities, inter-relationships and diverse goals of the system. While directing the activities of the Division, the incumbent must also work directly with Chief Executive Officers and senior managers of the Authorities, and senior government officials of the Cabinet Secretariat. The Director represents the department in self-government negotiations and leads departmental involvement in Federal/ Provincial/ Territorial initiatives. The Director maintains a close relationship with the Department of Executive and Indigenous Affairs, the Department of Justice to secure appropriate advice on legal matters, as well as matters affecting policy development, and the Director is the Department's lead contact for the Office of the NWT Ombud and the Human Rights Commission. In addition, given the nature of the health and social services sector, there is the requirement to work with colleagues in other jurisdictions to benefit from the services available outside the NWT. The development and maintenance of these relationships requires the incumbent to hold a very broad range of knowledge of programs and services supported by the Department and Authorities; as well as government processes, guidelines, and directives.

The Director has strategic accountability for evolving the legislative and policy frameworks that guide development and implementation of programs and services by the Department and the Authorities. The Department administers approximately 30 pieces of legislation and associated regulations including the Hospital Insurance and *Health and Social Services Administration Act*, the *Health and Social Services Professions Act*, the *Health Information Act*, the *Child and Family Services Act*, the *Mental Health Act*, and the *Public Health Act*.



In support of existing and proposed legislation, the Director is responsible for the establishment of comprehensive legislative action plans; leads the research, analysis and development of proposals for amendment of existing or proposed new governing instruments; consults with interested public; and prepares decision documents for Cabinet, the Financial Management Board and the Legislative Assembly. The Director directs the preparation of support materials for the Minister such as briefing notes during sessions of the Legislative Assembly and briefing materials specific to a policy or legislative proposal.

The Director is responsible for the Division's organization design and allocation of resources, as well as prudent management of the Divisional budget. The Director directly supervises an administrative assistant and three managers: Manager, Strategic Affairs; Assistant Director, Policy, Legislation and Intergovernmental Relations; Senior Project Manager, Pharmaceuticals.

DIMENSIONS

Staff 17 FTEs (including Director)

Compensation & Benefits \$1.975 million

O&M \$1.163 million

Policy, Legislation, and Intergovernmental Relations

This Unit is responsible for leading and managing the policy, legislation, and intergovernmental relations functions of the Department. This includes strategic leadership and advice respecting policy and legislative analysis, development, and implementation; close cooperation with the Health and Social Services Authorities, professional associations, federal, provincial, and territorial governments, Indigenous governments, and other stakeholder groups; briefing the Minister, Executive Council, Financial Management Board, Standing Committees, HSSAs, and stakeholder groups as required; and coordination of Indigenous self-government activities.

Strategic Affairs

The Unit provides strategic leadership, advice, and coordination of activities respecting federal/provincial / territorial (FPT) and other intergovernmental activities; supporting the Minister and senior management for sessions of the Legislative Assembly, Standing Committees, and intergovernmental meetings; coordinating Cabinet submissions and statutory appointments; coordinating the development of, and reporting related to, intergovernmental agreements; and monitoring and providing advice on Department of Health and Social Services (Department) and government-wide initiatives.

The Unit also leads the preparation of briefing material for operational and ministerial support; maintains and processes statutory appointments; and coordinates consistent participation and representation of the Department in all intergovernmental affairs.



Pharmaceutical Management

This Unit is responsible for leading the development and implementation of a pharmaceutical strategy for the department and the HSSAs, coordinating Government of the Northwest Territories (GNWT) involvement with the Pan Canadian Pharmaceutical Alliance (pCPA), an organization established by provinces and territories to combine their purchasing power to achieve substantial reductions in the cost of pharmaceuticals, leading negotiations with pharmaceutical suppliers and manufacturers that will result in substantially lower pharmaceutical costs for the health and social services system and the Extended Health Benefits (EHB) program.

RESPONSIBILITIES

1. Uphold and consistently practicing 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. Lead the development and amendment of all health and social services specific legislation, regulation and policy initiatives ensuring consistency with the policy, priorities, and goals of the GNWT. This includes leading the development of interdepartmental/governmental protocols and agreements, and the development and maintenance of Departmental policy and procedure manuals.
3. Lead the preparation of all documents to support the Minister in discussions and decision making with Cabinet and within the Legislative Assembly. This includes information needed to support informed discussion and decisions at a variety of tables, including with Federal/Provincial/Territorial counterparts and with Indigenous organizations. Documents Include Cabinet Submissions, briefing notes and binders, correspondence, and formal responses to queries from members and staff of the Legislative Assembly.
4. Coordinate the Department's representation at inter-governmental, regional and/or community meetings and events. This includes providing advice on strategic positions, resulting from research and analysis on best practices both nationally and internationally.
5. Lead or partner in major reviews of key elements of the health and social services system. This includes: developing terms of references that take into consideration all aspects of the reviews, including data, policy, financial and human resource issues; providing advice and guidance on conducting engagement with multiple stakeholders and partners, and on analysis of results. This also includes the development of recommendations for Cabinet and the Financial Management Board (FMB) consideration.
6. Co-ordinate and manage self-government activities for the Department.



7. Constructive participation in the senior management team of the Department and for contributing to the senior leadership of the Health and Social Services System.
8. Manage the Division's financial and human resources.

WORKING CONDITIONS

Assumptions are that the incumbent is reasonably suited to the job, and performs competently, and that all appropriate measures have been taken to mitigate undesirable 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

- Knowledge of policy development, communication planning and strategic planning and an ability to apply this knowledge in a rapidly changing and challenging environment with a complex governance structure.
- Ability to analyze, interpret and evaluate a wide range of information and apply it within the unique sociopolitical environment of the NWT.
- Knowledge of project management and the ability to lead large and complex projects from development to implementation.
- 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.
- Knowledge of intergovernmental affairs processes and protocols.
- Knowledge of parliamentary, legislative and policy processes and protocols.
- Ability to build and maintain excellent working relationships with colleagues throughout the GNWT, the Health and Social Services system in the north and throughout the FPT sectors and with partners outside of government.
- Ability to build and maintain excellent working relationships with Indigenous government representatives.



- Ability to lead and motivate staff in a cross-cultural environment.
- Ability to motivate colleagues to achieve difficult goals.
- Ability to expertly represent the Department and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Knowledge of and an ability to facilitate the development and comprehensive plans for organizations - with an emphasis on the ability to lead a system-wide change.
- 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.
- Oral and written communication skills, including presentations, briefing notes, charts and graphs, reports and publications for a wide variety of audiences.
- Interpersonal skills to direct and coordinate the activities of multiple departments, to positively communicate and work with professionals at all levels of the organization.
- Knowledge of and the ability to appreciate 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.
- 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.

Typically, the above qualifications would be attained by:

The completion of a post-secondary degree in a related field (such as Law, Social Science, Public Administration, Business Administration), with a minimum of eight (8) years of relevant experience that also includes three (3) years of management experience.

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