



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Executive Assistant / Research Analyst	
Position Number	Community	Division/Region
49-13855	Yellowknife	Office of the Chief Public Health Officer / HQ

## PURPOSE OF THE POSITION

The Executive Assistant/Research Analyst provides critical support to the Chief Public Health Officer (CPHO). This work includes coordinating and tracking the flow of information to and from as well as within the office, preparing ministerial and the deputy minister's correspondence, public health officer appointments and briefing notes, and performing other administrative tasks. The incumbent will also provide support to a number of advisory committees linked to the CPHO (NWT Immunization Advisory Committee, OCPHO rounds and others) and researching additional information needed to support the CPHO in evidence-based decision making.

## SCOPE

Located in Yellowknife, the Executive Assistant/Research Analyst reports to the CPHO and is one of several positions in the CPHO office. Other positions include the Deputy Chief Public Health Officer, the Manager of Health Promotions, the Special Advisor to CPHO, Senior Public Health Project Officer and Manager, COVID Response and Transition.

This position contributes to the CPHO's ability to carry its mandates within the Health and Social Services system, most particularly to allow the CPHO to focus on timely and appropriate responses to urgent public health issues that arise within the Northwest Territories.

The legacies of colonization and residential schools have impacted Indigenous health outcomes and the way health and social services (HSS) are delivered and accessed. The incumbent is required to always honour and promote a culturally safe environment. Practicing from a trauma informed care perspective is expected and the position requires that interaction with clients is tactful, respectful, and humble.

In this role, the incumbent experiences shifting priorities and tight deadlines with urgent situations.



## **RESPONSIBILITIES**

### **1. Provides day-to-day support to the CPHO by assisting in the coordination and management of the OCPHO and related activities.**

- Researches, prepares and/or edits written materials such as proposals, briefing notes, business cases, correspondence, and procedures.
- Manages the information flow in support of requests from Minister and DMs office including responses to oral/written questions briefing notes, responses and speaking notes and tracking the CPHO's responses.
- Coordinates the scheduling of meetings, travel and other commitments on behalf of the CPHO.
- Coordinates and maintains records of appointments of public health officers under the *Public Health Act*.
- Manages highly confidential information by controlling access and coordinating appropriate storage and disposal.
- Acts as a liaison with the DM, ADMs, Directors and other internal/external customers on behalf of the CPHO.
- Maintains a detailed follow-up and bring forward system for commitments and initiatives as required.
- Provides administrative and financial support to the Communicable Disease Unit and Health Promotion Unit.
- Provides senior-level administrative support to the Population Health research analyst and EHO Database and Records Administrator.

### **2. Manages communications to ensure that the OCPHO is providing consistent, accurate and timely information.**

- Facilitates a prompt information flow from the CPHO and other sources by reviewing all requests for information to determine if they require the attention of the CPHO or deputy CPHO and/or referring them to the appropriate individual.
- Receiving, screening and forwarding public health concerns to the CPHO or appropriate individual for response.
- Assisting in the preparation of speaking notes and presentations for the CPHO.
- Working in close collaboration with departmental communications staff in the preparation of news releases, Questions and Answers, etc.

### **3. Works to ensure that the OCPHO's responsibilities under the *Archives Act* for the management and preservation of records are met.**

- Maintains a file system for divisional correspondence in accordance with the Department's records management system.
- Works with the Department's Records Coordinator to develop and implement an approved schedule for the division's operational records.
- Maintains a central framework of all of the office electronic files.



**4. Supports the effective functioning of committees and task groups chaired by or that report directly to the CPHO.**

- Prepares agendas of meeting and supporting documentation.
- Organizes the logistics of meetings.
- Maintains accurate records of decisions and following up on decision items.
- Assists in the recruitment and selection of members.
- Assists in additional research needed to help inform CPHO and members of current or historical evidence-based practices.

**5. Manages contracts, contribution agreements and other agreements on behalf of the CPHO.**

- Develops appropriate Terms of Reference and/or Project Charters.
- Works in close collaboration with departmental contract staff.
- Develops Requests for Proposals and evaluating applicants.
- Provides supervision and direction to contractors to ensure completion of the work within budget and time frames.

**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 and/or the ability to acquire and apply knowledge of public health legislation, standards and practices.
- Knowledge of and/or ability to acquire and apply knowledge of policy development and GNWT processes.
- Knowledge of and/or the ability to acquire and apply knowledge of records management legislation, policies and procedures for classification, retention and disposition of records.
- Knowledge of basic research skills and techniques, including internet-based research.



- Computer skills to work with databases and planning software.
- Ability to acquire knowledge, and apply skills relating to the Collective Agreement, GNWT Financial Management Manual and GNWT purchasing procedures, Human Resource Manuals and the Government Human Resources Information System, and the GNWT budget cycle and legislative assembly committee structure.
- Communication skills, both oral and written with basic knowledge of health terminology.
- Administrative and time management skills.
- Ability to work collaboratively and engage multiple stakeholders and to work in a cross-cultural environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to work with significant independence as well as in a team environment.
- Ability to problem-solve challenges to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Ability to commit to 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:**

A relevant diploma and two (2) years of experience with research, analysis and information/knowledge translation.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQ**

- ☐ 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