



IDENTIFICATION

Department	Position Title	
Health and Social Services	Director, Health Protection	
Position Number	Community	Division/Region
49-14045	Yellowknife	Health Protection / HQ

PURPOSE OF THE POSITION

The Director, Health Protection(Director) is accountable for planning, design, development and coordination, monitoring, review (quality assurance and evaluation) and ongoing management of the Communicable Disease Control and Environmental Health units as well as the ongoing management of Public Health & Planning and Health Advice Lines & Community Access.

The Director provides the Chief Public Health Officer with strategic analysis and advice related to public health issues, including ongoing and emergent issues. This position is responsible for liaising with appropriate stakeholders and recommending improvements to the Northwest Territories' public health regulatory and policy framework, as pertains to health protection.

The Director is responsible for adherence to applicable legislation and regulations including the NWT *Public Health Act*, the *Hospital, Insurance, Health and Social Services Administration Act*, *Pharmacy Act*, *Tobacco Control Act*, *Child Day Care Standard Regulations (under Child Day Care Act)*, *Territorial Parks Regulations (under Territorial Parks Act)*, *Pesticide Regulations (under Pesticide Act)*, *Tobacco and Vapor Products Control Act* and *Smoking Control and Reduction Act*.

SCOPE

One of the Minister of Health and Social Services' critical mandates is the improvement and protection of the health of Northwest Territories residents. The legislative and policy framework for this area of responsibility is provided in large part through the *Public Health Act* and 11 accompanying regulations, other health related Acts and a variety of directives and clinical practice guidelines issued through the Office of the (CPHO).

The mandate of the division is to lead and coordinate efforts that prevent, detect, and respond to public health risks by safeguarding populations through evidence-based policies, enforcement and education regarding public health regulatory requirements, surveillance, and public health emergency preparedness.



Under the Director, the staff of the Health Protection Division works directly with appropriate staff of the three HSSAs to ensure effective delivery of health protection programs and services. Specialist staff also provide services and guidelines to rectify program and service performance issues when required. Areas of focus include but are not limited to pandemic influenza planning, vaccine-preventable infections, sexually transmitted and blood-borne infections (STBBIs), tuberculosis, cancer screening, drug poisoning response, infection control and prevention, environmental health, health advice and community access, etc.

Located in Yellowknife, the Director reports directly to the Chief Public Health Officer (CPHO), and works collaboratively and effectively within the Department, with staff in the Health & Social Services Authorities (HSSAs), and with cross-sectoral partners working in other departments and agencies, Indigenous governments, as well as at the federal/provincial/territorial government level.

The Director also fulfills a support, policy and communications function for the Office of Chief Public Health Officer, working with other divisions, Government of the Northwest Territories (GNWT) Departments and agencies. The expected outcome of this position is an enhanced capacity for the Office of the CPHO to meet its legislated mandate of monitoring the performance of the NWT's public health system and, ultimately, to prevent or mitigate communicable disease outbreaks and protect the health of the public within the NWT.

DIMENSIONS

- Reporting Positions 4 direct, approximately 20 indirect
- Compensation & Benefits \$2,676,000
- Operations & Maintenance \$1,103,000 - \$2,054,530

The Director administers between \$3.7M and \$4.2M in internal and external funding, and provides direct management of four areas: Communicable Disease Control; Environmental Health; Public Health Planning & Preparation; and Health Advice Lines & Community Access.

RESPONSIBILITIES

- 1. Uphold and consistently practice 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. Accountable to provide the ongoing development and updating of public health legislation, regulations, policies, standards, frameworks, strategies, manuals and practice guidelines that support program delivery at the regional and community levels.**
 - Research best practices in other jurisdictions.
 - Consult and collaborate with key stakeholders including regional managers,

professional bodies, government agencies, practitioners and client representatives to

identify gaps, resources and service needs to meet projects.

- Ensures the most effective methods of resource allocation to support efficient and effective projects.
- Solicit professional advice related to project activities through the coordination and integration of input from various advisory committees and by sustaining formal linkages with professional associations and other key stakeholders.
- Establish metrics to facilitate quantitative and qualitative outcomes in collaboration with key stakeholders including auditing, monitoring, succession planning and evaluation of projects.

3. The Director is responsible for monitoring compliance with territorial standards and legislation and provides forecasts and assessments outlining current and/or potential future changes to public health services and making recommendations to the Department's senior management in relation to health protection.

Program/service delivery areas in this portfolio include but is not limited to:

Communicable Disease Control

- Outbreak response and control (public health contact & case management)
- Immunization & Vaccine-Preventable programs
- Sexual health programs
- CD programs such as tuberculosis and other respiratory
- Clinical practice guidelines & OCPHO alerts related to disease control
- Health emergency preparedness with a public health focus

Environmental Health

- Drinking water safety
- General sanitation
- Food establishment safety
- Inspections
- Environmental contaminants monitoring and human health risk assessment

4. Participate in territorial and intergovernmental work and forums on matters related to public health including contribution to three HSSAs planning and decision making.

- Represent the CPHO/Department/NWT on intergovernmental meetings, federal, provincial and territorial committees, forums, public meetings and ad-hoc working groups on territorial and national matters relating to public health, strategies, action plans, and other related topics.
- Lead or participate in territorial committees or working groups to advance public health priorities or provide forums for subject matter experts to guide input into NWT legislation, regulation, and policy, standard or best practice.
- Research and analyze national or territorial policy requirements, development of NWT or departmental positions at territorial or inter-governmental tables, and liaise with



other staff, units, divisions or agencies to ensure the development of informed analyses and position statements.

5. Ensure the development and maintenance of overarching Framework for Public Health in the Northwest Territories.

- Develop performance measures (e.g. Communicable Disease Prevention, Environmental Health, Healthy and Equitable Public Health Policy, Public Health Emergency Management, Surveillance, Environmental Health).
- Establish strong linkages to other partners involved in Social Envelope files – Social Determinants of Health, Housing, ECE, Cultural Safety, and Equity.
- Work with stakeholders to identify improvements to the delivery of core public health programs, including an emphasis on increased outreach activities to marginalized populations.

6. Provide advice, recommendations and support to the Minister, Deputy Minister, Assistant Deputy Ministers/CPHO, Chief Executive Officers of the HSSAs, as well as other stakeholders as required.

- Prepare briefing notes, updates and information items.
- Media lines, presentations and plain language public communication tools.
- Prepare correspondence for the signature of the Minister, the Deputy Minister, Assistant Deputy Ministers/CPHO.
- Participate in the preparation, maintenance and updating of work plans, business plans, discussion papers, position papers and strategies for the promotion of population health.
- Direct responses to requests for information and input to inter-divisional, inter-departmental and inter-governmental projects and activities.
- Ensure online resources for public health topics are current and coordinate the development of improvements to public resources where appropriate in collaboration with the Department's Communications Unit.
- Prepare resources to support the issuing of public health advisories.
- Develop business cases and FMB submissions as may be required in support of public health programs.

7. Management of Unit's financial and human resources, and to ensure operational continuity as necessary and maintenance of required professional competencies.

- Aware of and follows the GNWT human resource policies and guidelines and the union of northern worker's contract.
- Participate in recruitment and staffing.
- Prepare an annual budget, monitor and forecast expenditures, participate in DHSS variance reporting activities and provide financial oversight on contracting services and third-party funding.
- Annual performance planning (i.e. human resource and succession planning and provision of training opportunities to assist staff in achieving career potential).
- Leading, coaching and mentoring a management team to achieve business plan goals



and link services and program activities with the Department and the Health and Social Service authorities.

- Identify staffing requirements and ensure appropriate human resource planning to meet Unit operational needs including administration and monitoring of staff positions provided by third parties (i.e., Public Health Officers from the Public Health Agency of Canada and Project Officers).

8. Workplace Health and Safety (H&S): employees for the DHSS and Authority are committed to creating and maintaining a safe and respectful workplace for employees, patients and clients. Building a safe and respectful workplace is everyone's responsibility.

- All employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders need to ensure our Workplace Health and Safety Committee works effectively, with a shared purpose of continuous quality improvement in H&S.
- All managers play an active role in workplace health and safety through their daily management: identifying prevention opportunities, ensuring staff are trained in Risk Monitor Pro or other incident reporting systems, investigating potential risks and accidents, and applying timely corrective measures.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

There will be considerable demands upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results in spite of the demands on the local and national health and social services system, which may hamper the incumbent's ability to meet these demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public health, particularly regarding communicable disease control, environmental health protection and non-communicable primary and secondary prevention strategies.
- Knowledge of, or ability to acquire knowledge of, the NWT health system including different departmental programs and socio-cultural and political environments in the NWT.



- Knowledge of risk assessment theory and practice.
- Knowledge of policy, ethical and legal issues related to public health practice.
- Knowledge of evaluation and assessment methodologies.
- Knowledge of epidemiology.
- Skilled with computer programs and applications including databases, spreadsheets and word-processing software.
- Knowledge of public health legislation, regulation and policy.
- Knowledge of and/or the ability to acquire knowledge of northern health care systems and structures.
- Strategic, analytical and conceptual thinking skills.
- Organizational, time management, analytical, facilitation and presentation skills.
- 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.
- Written and verbal communications skills.
- Planning and problem solving.
- Skills in relationship building and engaging others.
- Ability to work with multiple competing priorities within tight deadlines.
- Ability to effectively lead and motivate both professional and non-professional staff, including those who have accountabilities to other employers or to professional associations.
- Ability to acquire and apply knowledge of the Collective Agreement, competency-based performance, and labour relations within the context of the Government of the Northwest Territories (GNWT) employment environment.
- 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:

A degree in Public Health or related Health/Public Policy Studies, and seven (7) years of relevant experience, including three (3) years managing people and resources.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ 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