



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Senior Project Manager, Pharmaceutical Management	
Position Number	Community	Division/Region
49-14058	Yellowknife	Policy, Legislation and Intergovernmental Relations/ HQ

## PURPOSE OF THE POSITION

The Senior Project Manager, Pharmaceutical Management is responsible for overseeing the department's strategies regarding the management of pharmaceuticals under the Department's supplementary health benefit programs (Extended Health Benefits and Métis Health Benefits) and coordination of procurement strategies for pharmaceuticals by the Northwest Territories Health and Social Services Authority (NTHSSA).

## SCOPE

Located in Yellowknife and reporting to the Director of Policy, Legislation and Intergovernmental Relations, the Senior Project Manager, Pharmaceutical Management (Senior Project Manager) works in a complex matrix management environment with the department and three Health and Social Services authorities.

The Senior Project Manager is responsible for leading the development and implementation of a pharmaceutical strategy for the department, 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 under the Extended Health Benefits (EHB) program. This position is responsible for managing and directing the work of the Project Officer, Pharmaceutical Management, position and ensuring a work plan is in order for the unit.

The Senior Project Manager plays a supporting role in the continuous review of the GNWT's health benefits programs, with specific focus on analysis to support fair access to pharmaceuticals and economic modeling and policy development. The position provides technical support for GNWT involvement in the National Pharmacare discussions, liaises with,



and advising the NTHSSA regarding the management and purchase of pharmaceuticals for the NWT HSS system, undertakes economic and policy analysis on other assigned Health and Social Services (HSS) projects as required and coordinates with other HSS divisions in the implementation of cost reduction strategies.

The management of pharmaceuticals dispensed by pharmacies on behalf of the government's supplementary health benefit programs is critical to the health of territorial residents and to the fiscal sustainability of these programs. The incumbent must work within a complex environment of pharmaceutical regulation in Canada, industry practices, territorial pharmacy work, and changing public expectations regarding access to pharmaceuticals. The position will work closely with Departmental Senior Managers and Senior Managers of the three (3) Health and Social Service Authorities.

The Senior Project Manager applies project management methodology to the following areas: project planning, risk management and contingency planning, communication, monitoring and project and program evaluation techniques to ensure that pharmaceutical-related project implementation is done efficiently and effectively, and the outcomes meet all project requirements.

One significant challenge faced by governments is that mainstream organizations, like health and social services, cannot be separated from the legacy of colonialism and anti-Indigenous racism in Canada. In health and social services settings, present day anti-Indigenous racism or systemic racism, impacts access to services, quality of care, and health outcomes for Indigenous peoples. This also results in a system that inherently privileges the ideas, needs, and norms of the dominant white settler population, including the privileging of western knowledge over Indigenous approaches and ways of knowing.

The HSS system is committed to addressing anti-Indigenous racism and promoting cultural safety and anti-racism. DHSS staff are expected to honour and promote a culturally safe and anti-racist environment at all times and to interact with clients, families, community members, partners, and colleagues in a relationship-based approach. This involves being tactful, respectful, self-aware, and humble in order to develop and maintain ongoing and trusting relationships.

The incumbent deals with senior staff and staff in various authorities and divisions who may have divergent perspectives and demands.

A high level of mental acuity, sustained concentration and attention to detail is essential. Work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity.



## **RESPONSIBILITIES**

### **1. Using evidence-based policy analysis techniques, develops and implements a short to long term pharmaceutical strategy for the department.**

- Conducts analysis of local and national socio-economic factors, emerging health benefits policy, and the NWT political environment.
- Develops public discussion papers, Cabinet decision papers, and proposals for legislative change in the area of health policy.
- Develops political and public messaging.
- Directly interacts with public in engagement sessions and forums to clearly explain complex pharmaceutical policy issues and communicate GNWT positions and perspectives.
- Develops strategic documents that provide concise information, analysis, advice and recommendations for the purpose of guiding DHSS senior management in policy discussions and decisions.
- Develops options for projects that address administrative efficiency as well as current barriers, bottlenecks and cost-drivers related to the management of pharmaceuticals for EHB.
- Research best practices and benchmark projects using those best practices.
- Develops implementation plans for review and approval by HSS senior management.

### **2. Works with senior managers and leadership in other GNWT departments, other governments and non-governmental entities in the development of a pharmaceutical strategy (e.g., federal government public drug programs, federal / provincial / territorial working groups, pharmaceutical manufacturers and suppliers).**

- Rationalizes the approach to the determination of options for the accessibility and cost sustainability of pharmaceuticals. It is a long-term and ongoing responsibility of this position to ensure the approach in the NWT is being constantly tested and improved.
- Liaises with other HSS divisions to ensure that the pharmaceutical strategy and its recommendations align with EHB priorities as well as with overall desired HSS fiscal and health outcomes.
- Coordinates the GNWT's participation on FPT working groups in relevant areas.

### **3. Negotiates with pharmaceutical suppliers and manufacturers.**

- Through ongoing monitoring of industry trends, EHB claims data, and in discussion with pan-Canadian groups, identifies pharmaceutical products eligible for reimbursement under EHB.
- Determines the best and most effective method of reimbursement for pharmaceutical products dispensed under EHB in accordance with legislation, GNWT policies, procedures, and initiatives.
- Examines contract demands with suppliers and manufacturers, validates contract performance, and assists in resolving contract disputes.



- 4. Develops, implements, and manages project metrics and ensures, when appropriate, evaluation frameworks are developed, to track and monitor shared services and innovation projects.**
  - Ensures project metrics and reporting mechanisms are in place for the day to day and overall management of innovation projects to allow the reporting of project status to Senior Leadership.
  - Develops implementation plans and schedules in consultation with senior management.
  - Oversee the work progress of each area of the plan for and manages the work schedule.
  - Contributes to the development of a communication strategy and ensures it is successfully implemented.
  - Ensures that all departmental and inter-departmental activities are accurately tracked and reported.
- 5. Monitors a range of trends and indicators across government, industry, and demographics.**
  - Monitors trends in metrics and reporting in other jurisdictions (federal, territorial and provincial) and in industries related to pharmaceuticals.
  - Analyses the impact of these trends on GNWT health programs and identifies opportunities for cost reduction and pharmaceutical accessibility.
  - Reviews EHB program performance and claims data to identify cost drivers and trends. Recommends options for mitigating negative impacts to HSS.
- 6. Provides expert advice and support regarding other projects, activities and initiatives for the department.**
  - Provides expert advice for the consideration of the Director, Policy, Legislation and Intergovernmental Relations, the Assistant Deputy Minister, and the Deputy Minister on the design, delivery and evaluation of other initiatives as identified by the department.
  - Works with the Director and provides regular project reporting to the Assistant Deputy Minister and the Deputy Minister.
  - Stand in for senior managers during times of their absence or during times of vacancies.
  - Investigates and/or addresses issues and develops correspondence, briefing notes, submissions and position papers. Prepares Financial Management Board (FMB) and/or Executive Council submissions as required.
- 7. Responsible for financial management of project resources.**
  - Prepares cost estimates for project budgets and allocates resources to objectives and activities.
  - Monitors project delivery to ensure budgets, schedules, and project briefs are followed.
  - Monitors project expenditures to proactively advise the Director of potential for cost savings or reallocation.



- Develops reports explaining variances with the established budgets, resources, and schedules.
- Develops tendering documents, requests for proposals and contracts.
- Ensures GNWT financial management procedures are followed.
- Evaluates contractor performance.

## **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 relating to the Health Sciences, Pharmaceutical Sciences, or Health Economics.
- Knowledge of project management standards, techniques and methodologies.
- Knowledge of procurement policies and procedures, types of contracts, negotiating and interviewing techniques and sources of supply.
- Skills in analyzing, interpreting, and critically assessing a wide range and volume of information including health policy, legislation, federal / provincial / territorial initiatives, programs and services, Cabinet and Financial Management Board direction, business and strategic plans and financial data and economic statistical analysis.
- Skills in anticipating the implications of potential changes in order to develop advice and make recommendations for the Director, ADM, DM and Minister.
- Skills in understanding and communicating highly complex and politically sensitive health policy issues to a variety of audiences, including DHSS senior management, members of the Legislative Assembly, the GNWT cabinet, and the public.
- Skills in presenting highly complex information to public audiences.
- Interpersonal, negotiation, collaboration and communication skills.
- Ability in developing, managing and leading effective project teams.
- Skills with creating and supporting steering committees and creating and maintaining multiple working groups.
- Skills in building relationships within and between departments.



- Ability to manage conflict.
- Progressive project management or managerial expertise in public service environment.
- Skilled in leading all phases of large and complex projects across a matrix environment or managing large and complex operational areas.
- Financial management skills, including project cost tracking and variance reporting.
- Skills and abilities in the application of change management.
- Strategic thinking, problem-solving, and research skills.
- Ability to manage compressed deadlines and multiple deliverables.
- Ability to understand, interpret and implement policies, contract regulations and procedures.
- Ability to analyze and evaluate contracting issues and legalities.
- 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 graduate degree in health sciences, health economics, or pharmaceutical sciences and four (4) years of policy development, project management, or management experience.

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