



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Health and Social Services	Senior Indigenous Research and Evaluation Specialist	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
49-15712	Yellowknife	Community, Culture, and Innovation

## **PURPOSE OF THE POSITION**

The Senior Indigenous Research and Evaluation Specialist is responsible for developing and coordinating Research, Monitoring, Evaluation and Assessment initiatives related to the work carried out by the Community, Culture, and Innovation Division to ensure programs aligned with GNWT and Departmental objectives, along with the requirements of the Northern Wellness Agreement, are meeting their objectives.

The position provides the information needed to guide decision making and improve performance in the system-wide initiatives led by the Division, and documents innovations and best practices as they are developed to support system learning and organizational culture change.

## **SCOPE**

The Senior Indigenous Research and Evaluation Specialist (Specialist) reports to the Director of Community, Culture, and Innovation (CCI) Division, and is responsible for providing expertise in research, monitoring, evaluation activities and planning, as well as developing monitoring and evaluation capacity – grounded in Indigenous evaluation methodologies and participatory research practices – at the community level, and within the Division.

The incumbent leads the process of resolving complex research problems by conducting research, gathering and analyzing information and data for the purpose of accurate and confident decision-making to support the strategic goals of the organization. This includes securing grant funds for research projects working with both internal and external partners.

The position provides oversight of various evaluation components across the CCI division, including the development, implementation, and management of program evaluation plans and reporting requirements.

The NWT HSS system, comprised of the Department of Health and Social Services (DHSS) and three health authorities (the NTHSSA, Tłıchq Community Services Agency, and Hay River Health and Social Services Authority), is responsible for the strategic direction and delivery of health and social services in the NWT, spanning 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, and Metis (collectively referred to as Indigenous peoples), and non-indigenous persons. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

Since 2013, the 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 services 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 on the results and momentum of System Transformation, the strategic renewal effort has now begun a process of Primary Health Care Reform (PHCR) 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 upon a foundation of trust and cultural safety. Using a community development approach, PHCR is changing the way the system works with people and communities at every level, to enable public participation in priority setting, planning, and design that integrates the social determinants of health. PHCR is the system-wide initiative being used to implement the vision of a culturally safe and relationship-based HSS system.

The Community, Culture, and Innovation (CCI) division is responsible for driving this work across the HSS system, for demonstrating and modeling this new way of working, serving as a centre of excellence for staff at all levels across the HSS system, and for monitoring and evaluation of progress.

The Social Determinants, Innovation and Public Participation Unit (the unit) is comprised of strategists, experts, and innovators who assist government leaders, public servants and front-line staff to transform health and social services programs, processes and people through creative design and solutions informed by community wisdom and priorities and cutting edge best practice. The unit functions as a design and innovation lab to create models, policies, and processes by applying a systemic lens to complex problems; conducting research and engagement with clients, community members, policymakers, and front-line staff; prototyping and testing improved policies and services; and supporting the implementation and stewardship of new initiatives.

The Cultural Safety and Anti-Racism (the unit) is comprised of critical thinkers, experts, and change-agents who lead racial justice efforts across HSS. Through creative design and solutions, informed by community wisdom and cutting edge best practice and research, the unit assists government leaders, public servants and front-line staff to address patterns and trends within HSS that sustain race-based inequities for clients. Leading the NWT HSS effort to tackle systemic racism, the unit operationalizes cultural safety and anti-racism as emerging fields into educational initiatives, policies, and processes by applying a critical lens to racial disparities; conducting research and engagement with clients, community members, policymakers, and front-line staff; concept-testing; and developing system-level capacities in the provision of culturally safe policies and practices.

A cultural safety approach acknowledges that multiple complex factors compound and drive Indigenous health inequities. Historical factors, such as colonization and racism, are well documented social determinants of health for Indigenous peoples. In addition to health implications, historical factors have manifested as systemic racism within mainstream health and social services resulting in inequities in access to services and the quality of care received. Cultural safety is an outcome where Indigenous peoples feel safe and respected, free of racism and discrimination when accessing health and social services. CCI divisional staff are expected to honour and promote a culturally safe environment at all times and to interact with clients and families, community members, partners and colleagues in a relationship-based approach.

This involves being tactful, respectful and humble in order to develop and maintain ongoing and trusting relationships. The incumbent will work at the frontline of the GNWT's efforts in anti-racist approaches, routinely identifying and addressing both conscious and unconscious bias and discrimination at the individual and systemic levels.

## **RESPONSIBILITIES**

### **1. Implement the Northern Wellness Agreement Monitoring and Evaluation Plan, under the leadership of the Manager, Social Determinants, Innovation and Public Participation and in collaboration with the team of Community Development and Wellness Planners.**

- Lead the implementation of the Northern Wellness Agreement Monitoring and Evaluation Plan.
- Support the implementation and on-going development of Monitoring and Evaluation processes and systems based on input from key program stakeholders to continuously refine and improve the Northern Wellness Agreement Monitoring and Evaluation Plan.
- Ensure data submitted for reporting is checked and verified.
- Develop and ensure maintenance of databases (including data entry, validation, merging, cleaning and storage).
- Compile, analyze and disseminate quantitative and qualitative information for improved program decision making.
- Prepare yearly Northern Wellness Agreement report for dissemination to funder and other stakeholders.
- Document good practice and actively share lessons learned, including:
  - Identify, reflect on and disseminate learning internally and externally.

- Organize and facilitate program planning and learning meetings.
  - Hold regional/territorial meetings to review data and discuss lessons learned.
- 2. Support the implementation of the Territorial Health and Wellness Plan, under the leadership of the Director, CCI and in collaboration with the Manager, Social Determinants, Innovation and Public Participation.**
- Implement and refine (based on stakeholder feedback) the existing Collaborative Communications Plan to support knowledge translation and relationship-building with community wellness stakeholders.
  - Implement and refine (based on stakeholder feedback) the existing Capacity Development Plan, including organizing annual territorial/regional gatherings, webinars, etc.
  - Keep current and further improve based on stakeholder feedback the existing Community Wellness Planning guide.
  - Provide additional support with research, proposal writing, and organizing territorial/regional events as required.
- 3. Support the development and implementation of the Cultural Safety and Anti-Racism monitoring and Evaluation Plan, including the Cultural Competency Evaluation Framework.**
- Conduct research to apply Indigenous evaluation methods and techniques, including analysis of applicability to the evaluation framework.
  - Develop an evaluation framework for cultural safety and anti-racism that includes a logic model, evaluation questions, and qualitative and quantitative data sources, in collaboration with Cultural Safety and Anti-Racism unit.
  - Contribute to development of indicators, performance measures and reporting mechanisms related to cultural safety and anti-racism, including for cultural competency training.
  - Support the implementation and on-going development of monitoring and evaluation processes and systems based on input from key program stakeholders to continuously refine and improve the Cultural Competency Training Evaluation Plan.
  - Assist with the management and inventory of databases with the potential for research and administrative analysis
  - Where no precedence, best practice or benchmark exists, use expertise to develop monitoring and evaluation criteria to advance the project.
- 4. Manage and oversee the evaluation and monitoring of regional and community health and wellness strategies and programs to improve health status of northern residents and reduce costs associated with the treatment of preventable illness.**
- Establish an evaluation framework.
  - Develop criteria from a community development and health promotion perspective as well as guidelines for programs and services.
  - Consults with departmental and regional partners, communities and non-government organizations to evaluate and update programs.

- Monitors and evaluates the FNIHB portfolio and wellness programs to ensure they are meeting stated goals and are aligned with Departmental strategic directions and plans.
- Analyzes statistics and other information related to community wellness plans and other lifestyle information delivered by Indigenous organizations to recommend modifications and improvements to program delivery.
- Works with Department evaluation staff to ensure strategic directions and performance measures are evaluated for effectiveness.

## **5. Program Monitoring and Reporting.**

- Provide technical leadership on monitoring and reporting in the Division.
- Provide support to colleagues and community stakeholders in the use of systems and tools for collecting monitoring data.
- Perform analysis on program data and support reporting to funder(s) and internal program reviews.
- Support program staff in the design of program specific program evaluation frameworks, Theory of Change, logic models, logical frameworks, and KPI's.
- Work collaboratively with colleagues to develop surveys and other data collection tools, and integrate innovative data collection techniques.
- Support program teams to properly document, organize and capture program progress.
- Support monitoring of program activities, and monitoring of progress toward achieving the outputs.
- Recommend further improvements of program frameworks and logic models.
- Suggest strategies for improving the efficiency and effectiveness of programs.
- Participate in program reviews and planning sessions.
- Assist in the utilization of learnings for decision making purposes, and program development and improvement.
- Ensure data and learning outcomes are applied to achieve the Division's goals and vision.

## **6. Lead, manage, and coordinate research funding proposals and research projects that fit within the CCI mandate.**

- Actively seek out funding and granting opportunities to support CCI research projects.
- Lead the process of evaluating potential new external research projects and/or partnerships
- Manage the overall approach, design, and implementation of small to medium research initiatives.
- Liaise with program and research staff working across CCI division to carry out research and build research capacity within DHSS.
- Provide advice and support in research design and methodologies based on best/wise practices in community settings that are relevant and aligned to Indigenous cultures and worldviews.
- Define the scope and structure of research projects and develop collection, data analysis and knowledge dissemination plans.

- Responsible for all project oversight and documentation, completing and updating funding statements and maintaining updated project status reports through to project completion.
  - Ensure that research is conducted within a set time frame to meet policy requirements
  - Document and publish CCI's research projects in collaboration with CCI team.
  - Write research reports designed to influence policy and practice.
  - Oversee knowledge exchange activities of the DHSS in relation to data and research findings.
  - Develop and maintain relations with key stakeholders.
  - Guide the development of an ethical review process for the CCI division.
- 7. Contribute to the efforts of the CCI division by showcasing public service excellence, upholding values and priorities identified by Indigenous people and communities, and, committing to a continuous practice of self-reflection and whole person development.**
- Contribute expertise and represent the CCI Division in internal and external forums, public participation activities, and priority-setting discussions to identify issues and innovative actions required to transform and integrate the HSS system.
  - Foster an environment of community and continuous learning, discovery, joy and solidarity by facilitating and participating in collaborative spaces for divisional staff to carry out day to day work and onboarding.
  - Establish and/or participate in local and cross-jurisdictional communities of practice to enhance training, knowledge exchange and translation, scaling, and sustainability of key initiatives.
  - Contribute to curriculum development and act as a trainer and/or facilitator for the promotion and/or delivery of cultural competency training.
  - Provide feedback on a variety of written documents from across the HSS system using an equity, cultural safety, anti-racism, family-centered and/or trauma informed lens.
  - Develop an awareness of individual positionality within the work, and a commitment to the necessary and ongoing inner and organizational work required to show up meaningfully with humility.
  - Showcase a growth mindset and navigate discomfort with curiosity and confidence.
  - Seek opportunities to develop and maintain knowledge and practice of Indigenous values and cultures, in a manner appropriate to the individual and position.

## **WORKING CONDITIONS**

### **Physical Demands**

During engagement activities and training sessions the incumbent will assemble and transport meeting supplies and assist with the set-up of meeting locations.

### **Environmental Conditions**

No unusual demands.

## **Sensory Demands**

No unusual demands.

## **Mental Demands**

The position engages in topics that include interpersonal and systemic racism, and the intergenerational individual and community impacts of colonization, including the legacy of residential schools.

Travel to NWT communities will be required approximately 2-4 times each year, and possibly more, for approximately 3-5 days per occurrence.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Maintain a working understanding of the social determinants of health for Indigenous peoples, and the context and enabling environments in which programs and services operate.
- Knowledge of and experience with public participation, health improvement, and project management methodologies.
- Maintain a working understanding of Cultural Safety and Anti-Racism frameworks.
- Knowledgeable in the area of Indigenous evaluation practice.
- A broad understanding of the historic, geographic, social and political factors affecting health and wellness promotion in the NWT.
- Knowledgeable in evaluation standards of practice and ethical guidelines around competence, integrity and accountability.
- A deep and broad understanding of the competencies identified by the Canadian Evaluation Society in the following areas: reflective, technical, situational, management and interpersonal practice.
- Knowledgeable of Department of Health and Social Services programs, policies, and structures.
- Demonstrated expertise in program evaluation and performance measurement, including designing tools and frameworks for data collection, analysis and production of reports.
- Demonstrated expertise in social science research design, including quantitative, qualitative and mixed methods.
- Demonstrated experience completing successful Tri-Council (CIHR, NSERC, SSHRC) funding proposals.
- Analytical and problem solving skills, and the ability to synthesize complex information.
- Proven facilitation and consultation skills.
- Excellent oral and written communication skills in relaying monitoring and evaluation information to a variety of audiences, from community stakeholders to senior managers.
- Organizational and time management skills to allow for respecting deadlines and responding optimally to competing priorities.
- Excellent technology skills in the computer and web-based platforms, including statistical software, and capacity to quickly learn new software, processes and tools related to this role.

- Ability to work individually and collaboratively across sectors and cultures.
- Growth-oriented mindset, flexible, and adaptable to change.
- Ability to collect, manage, analyze, interpret, and report on a wide range of information within the context of the unique NWT socio-political environment.
- Ability to provide mentorship and support to colleagues in Indigenous Health and Community Wellness Division.

**Typically, the above qualifications would be attained by:**

A Ph.D. in health services research with a focus on Indigenous peoples’ health and wellbeing or in a health related specialty area such as in the social sciences, population/public health, epidemiology, or related disciplines. A thesis-based Master’s degree will also be considered.

2 years minimum work experience designing and implementing performance measurement frameworks and program reviews OR social science research, AND

Experience writing in a government environment (e.g. reports and other communications materials, policy papers, grant applications, and briefing documents) would be an asset.

Current membership with the Canadian Evaluation Society is an asset.

Pursuing, or having attained, the Credentialed Evaluator designation granted by Canadian Evaluation Society is similarly an asset.

**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