

IDENTIFICATION

Department	Position Title	
Health and Social Services	Finance and Administration Officer	
Position Number	Community	Division/Region
49 - 16062	Yellowknife	Community, Culture, and Innovation / HQ

PURPOSE OF THE POSITION

The Finance and Administration Officer provides financial, administrative, and project management support services to the staff and partners of the Community, Culture, and Innovation division in accordance with Government of the Northwest Territories and Department of Health and Social Services policies and procedures.

SCOPE

The Northwest Territories (NWT) health and social services system (HSS system) oversees the provision of a comprehensive range of services to a population of 45,493 people, including 20,035 Indigenous people, across an extensive geographic area of 1.2 million square kilometers, with the supports of approximately 1,400 health staff working in the Department of Health and Social Services (DHSS), Northwest Territories Health and Social Services Authority (NTHSSA), Tłıchǫ Community Services Agency (TCSA), and Hay River Health and Social Services Authority (HRHSSA). The NWT HSS system has the second highest per capita expenditures in Canada, and with a complex legislative landscape and multiple Federal funding arrangements to navigate. Efforts to support improved population wellness across multiple systems are faced with growing pressures, including rising costs and budgetary constraints, stretched human resources, and rising population needs and expectations. Addressing these barriers requires new and innovative ways of working, grounded in Indigenous health priorities and a focus on supporting Indigenous self-determination in health.

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 and systemic racism impact access to services, quality of care, and health outcomes for Indigenous peoples. Systemic racism 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 and eliminating 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 to develop and maintain ongoing and trusting relationships.

Systemic racism is the manifestation of racism within organizations like governments, where racist ideas become part of policies and practices. In Canada, there is increasing awareness of systemic racism in health and social services, especially against Indigenous people. In the NWT, the HSS system is focusing on cultural safety and anti-racism to address this problem through the 2016 commitment to action document, “Building a Culturally Respectful Health and Social Services System” and the 2019 document, “Cultural Safety Action Plan”. Cultural safety means Indigenous people feel safe and respected, free of racism and discrimination, when using health and social services. To achieve cultural safety, anti-racism, and relationship-based care which is a way to build strong relationships between clients and providers are necessary.

To address the longstanding and complex issues and inequities in the HSS system, a new approach was developed by the Community, Culture, and Innovation (CCI) division to support a made-in-the-NWT integration model for health and social services driven by community priorities and based on trust and equity. This involves Primary Health Care Reform (PHCR) which is changing the system to work with people and communities using a community development approach. PHCR supports several community-based initiatives described as highly collaborative environments where system partners, community members, and Indigenous governments are working toward a shared vision of establishing new ways of working to achieve culturally safe and relationship-based care needed to improve the health of the NWT population.

The CCI division and Cultural Safety and Anti-Racism (CSAR) division work together in a health learning and innovation lab to apply a systemic approach to tackle complex problems and advance cultural safety in the NWT. In the health learning and innovation lab, teams generate and adapt new models, policies, resources and facilitate collaborative and brave spaces, training, as part of their day-to-day efforts to advance equity. Most importantly, Indigenous knowledge and healing practices are prioritized, and Indigenous community relationships drive the divisions’ ongoing learning.

The CCI is responsible for developing and overseeing NWT HSS system wide initiatives to embed cultural safety, social determinants of health, community development, and public



participation within the overall delivery of care for NWT residents. They identify strategic priorities by collaborating with the NWT HSS System, Government of the Northwest Territories (GNWT) Departments, community partners and Indigenous government organizations, and provide leadership, guidance, direction, and support across the system to promote person-centered care and innovation based on Indigenous community priorities and data, with a focus on trust and equity.

The CCI division is dedicated to promoting the health and well-being of Indigenous people and communities through collaborative efforts between three units: Indigenous Health and Community Wellness, Systemic Design and Integration, and Learning Health Systems. The teams strive for sustainable impact by fostering a culture of continuous learning and improvement through feedback and reflection, supporting team members to feel heard and valued, and embracing new challenges to enhance skills and knowledge. To maintain their commitment to excellence, the teams continuously adapt and enhance their approach.

Located in Yellowknife, the Finance and Administration Officer (Officer) reports to the Director, Community, Culture, and Innovation, and ensures that standards of accountability and financial administration are upheld across the division. The position supports the goals of a culturally safe and relationship-based health and social services system by providing guidance and expertise to partners across and external to the system. The Officer identifies opportunities for process and procedural improvement, to improve administrative quality and efficiency; and to ensure a relationship-based, person-centered service focus in the division's work with external partners.

Overseeing the daily administration and tracking of a total budget of over \$13 million annually, the Officer assists in maintaining the division's commitments to community development and public engagement through a client-based, service-focused, and timely approach to administering funds to third parties in alignment with the Department's priorities, and overseeing the financial administration of the division's many engagement sessions each year, encompassing both routine and special gatherings across all regions.

The Finance and Administration Officer provides project management support and tracking to a range of projects across the CCI portfolio, as well as the health and social services system's Primary Health Care Reform (PHCR) initiative. In addition, the Officer provides support and reporting advice to funding recipients which include Indigenous governments and Non-Governmental Organizations.

This position executes activities related to day-to-day operations of the division and is expected to assist in the identification, development, and implementation of procedures and processes to manage its financial and operational activities effectively and efficiently. The incumbent assists program managers within the division with the tracking and execution of their responsibilities, which include coordinating the administration of formula-based funding



for all NWT communities, coordinating application-based funding processes, and tracking spending against budgets to maintain timely, relevant and accurate financial records. The Officer assists in developing, processing, and tracking more than 50 contribution agreements annually, as well as multi-year 3rd party contracts, and interdepartmental and multi-divisional financial agreements. The incumbent will work closely with staff in the Finance Division at the Department of Health and Social Services, and with staff at Procurement Shared Services in Infrastructure as required.

To support the division's mandate for engagement and public participation, the Finance and Administration Officer leads unit staff in sound financial processing of travel for hundreds of non-GNWT employees each year, and leads the organization of dozens of engagement events in various communities of the Northwest Territories.

The Finance and Administration Officer supports financial administration capacity building by providing client-centered guidance and support to partner organizations receiving funding from CCI division. The incumbent works closely with other members of the divisional team, providing financial oversight and support to a variety of senior positions.

The duties of the position are carried out in accordance with the *Financial Administration Act*, Government Contract Regulations, and GNWT policies, Departmental policies, directives and procedures, and Generally Accepted Accounting Principles (GAAP).

The incumbent may be required to travel to NWT communities.

RESPONSIBILITIES

1. Provides comprehensive advice, guidance, and support in the preparation of funding proposals, narrative reporting, and financial reporting for the division and for external partners.

- Lead the preparation of funding proposals to external funders to support the work of the division.
- Support program leads in the timely preparation of narrative reporting to external funders.
- Lead the preparation, in collaboration with program leads and Finance division staff, of financial reporting to external funders.
- Provide training and guidance to external partners in proposal writing, narrative reporting, and financial reporting.

2. Responsible for financial administration procedure and process improvement, and practical process training.

- Identify barriers and/or procedural and process inefficiencies and prepare procedural recommendations for consideration by the appropriate decision makers.



- Map program level financial processes for consistency and accuracy, and identify areas for improvement.
- Develop financial processes and written instructions for program level staff to ensure financial documents are completed and submitted in an efficient manner.
- Deliver practical training for program level staff on processes to increase financial tasks and competencies.
- Provide guidance around best practices to external partners to support capacity building in financial administration and reporting.
- Provide funding recipients, including Indigenous Governments and Non- Government Organizations, with support as they develop their financial reporting.

3. Ensures coordination and administration of financial documents and processing for the division, including contracts, grants and expenditures.

- Prepare contribution agreements in collaboration with program staff and third parties to ensure all documents are compiled in compliance with GNWT financial legislation and guidelines, and ready for processing by staff in the Finance Division Headquarters.
- Calculate annual updates to the formula-funding allocations for community wellness initiatives, based on community and population data provided by the NWT Bureau of Statistics.
- Review financial statements received from third parties and provide recommendations for acceptance or required follow-up to program managers and Director.
- Maintain divisional contribution listings.
- Follow up with funding recipients to submit their interim and final reports so that final payments are released before year-end.
- Track and process year-end accruals as appropriate and required.
- Develop appropriate Terms of Reference, Project Charters, and/or Requests for Proposals.
- Ensure accurate coding of all agreements, procurements and contracts.
- Review transaction details to confirm expenditures are coded in each program area and to request journal/adjusting entries.
- Track payments for contracts, grants and expenditures.
- Provide supervision and direction to contractors to ensure completion of work within budget and time frames.

4. Provides functional supports to committee, task, and advisory groups with respect to engagement activities.

- Support divisional staff in planning and executing engagement activities in a manner consistent with the CCI Engagement Wise Practices guide.
- Coordinate the scheduling of meetings.
- Prepare meeting agendas and supporting materials.



- Organize the logistics of meetings including arranging travel for third party participants, venues, catering, and other considerations.
 - Maintain accurate minutes and records of decision.
 - Track action items and circulate follow up materials.
5. **Provides project management support to program areas under the direction of the Director, CCI, and the Senior Project Manager, Primary Health Care Reform.**
- Assist with action tracking for the PHCR Demonstration Projects.
 - Develop project management tools and resources.
 - Support regional staff with project coordination and tracking.
6. **Provides project management support to program areas under the direction of the Director, CCI, and the Senior Project Manager, Primary Health Care Reform.**
- Assist with action tracking for the PHCR Demonstration Projects.
 - Develop project management tools and resources.
 - Support regional staff with project coordination and tracking.
7. **Contributes 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.**
- Implement administrative and financial processes to ensure they are meeting stated deadlines, budget requirements and deliverables.
 - 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.
 - Provide feedback on a variety of written documents from across the HSS system that reflect anti-Indigenous racism, social determinants of health, social justice, body sovereignty, health equity and a human-centered design approach.
 - 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

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The position supports staff and projects that engage in topics that may include interpersonal and systemic racism, and the intergenerational individual and community impacts of colonization, including the legacy of residential schools.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial management and accounting processes including GAAP.
- Ability to acquire and maintain an 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/or the ability to acquire knowledge relating to public participation, health improvement, and project management methodologies.
- Ability to acquire and maintain an understanding of Cultural Safety and Anti-Racism frameworks.
- Skills relating to accounting, related systems and budgetary systems.
- Ability to interpret, analyze and prepare financial statements and reports.
- Computer skill including Microsoft Excel and computerized accounting systems.
- Ability to provide northern based project coordination, including financial arrangements.
- Ability to acquire and apply understanding of Indigenous cultures and history.
- Interpersonal skills and the ability to communicate clearly and effectively both verbally and in writing day-to-day duties as well as for reports.
- Ability to clearly document a variety of funding application and financial processes.
- Ability to use technology to provide information sessions to individuals and groups.
- Analytical, organizational and time management skills.
- 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.
- Ability to challenge longstanding norms that perpetuate inequities within the workforce.

Typically, the above qualifications would be attained by:

Completion of a post-secondary diploma in finance or business administration and two (2) years of relevant 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: Indigenous Language - Not Specified

- ☐ Required
- ☒ Preferred