



IDENTIFICATION

Department	Position Title	
Health and Social Services	Strategic Project Analyst, Seniors and Persons with Disabilities	
Position Number	Community	Division/Region
49-16460	Yellowknife	Seniors and Continuing Care Services

PURPOSE OF THE POSITION

The Strategic Project Analyst, Seniors and Persons with Disabilities (Analyst) works across government departments to ensure an integrated and collaborative approach to government wide initiatives to better meet the needs of seniors and persons with disabilities throughout the Northwest Territories (NWT). This position leads medium and large size initiatives by providing project management, change management, evaluation and quality improvement expertise for initiatives outlined within the *Mandate of the Government of the Northwest Territories (2019-2023) - Priority "Enable seniors to age in place with dignity"*, the development and implementation of the Northwest Territories Seniors Strategy and initiatives within the Government of the Northwest Territories (GNWT) Disabilities Action Plan.

SCOPE

Located in Yellowknife and reporting to the Manager, Strategic Initiatives, Seniors and Persons with Disabilities, the Strategic Project Analyst, Seniors and Persons with Disabilities (SPWD) has been established to support the advancement of strategies and activities to ensure the Government of the Northwest Territories (GNWT) achieves its mandates for Seniors and Persons with Disabilities.

The Minister of Health and Social Services is assigned the portfolios of Minister Responsible for Seniors, and Minister Responsible for Persons with Disabilities. Staff from the Department of Health and Social Services support the Minister in these portfolios, however services for seniors and persons with disabilities are provided through numerous GNWT Departments based on the mandate of each Department, e.g., income security is provided through Education, Culture and Employment, home care and supported living services through Health and Social

Services/Health and Social Services Authorities, housing programs through the NWT Housing Corporation.

Recognizing this shared responsibility across GNWT Departments for programming and strategic initiatives for seniors and persons with disabilities, the Strategic Project Analyst will play a key role in managing, collaborating and coordinating projects and initiatives across GNWT departments to support the cross departmental portfolios of Seniors and Persons With Disabilities. The position will facilitate meetings to explore options for reducing gaps and addressing barriers to providing equitable access to inclusive, safe, culturally respective and responsive programs and services for Seniors and PWD to lead active and independent lives.

Current Framework and Action Plans that represent a shared vision and partnership between GNWT Departments for Seniors and Persons with Disabilities include *Equity, Accessibility, Inclusion and Participation NWT Disability Strategic Framework: 2017 to 2027*, the *GNWT Disabilities Action Plan 2018/19- 2021/22*, the *Mandate of the Government of the Northwest Territories (2019-2023) - Priority "Enable seniors to age in place with dignity"*, and "Our Elders: Our Communities". The Strategic Project Analyst will also support the planning and development of a Northwest Territories Seniors Strategy.

In order to effectively manage the system level projects, the Analyst will be responsible for developing briefing notes, Ministerial requests, decision papers, and communication materials for a wide range of stakeholders, including Senior Management, Interdepartmental Committee of Deputy Ministers, Indigenous Governments and seniors and disability non-government organizations (NGOs). Much of the demands of this position is politically driven, which requires timely and accurate responses.

The incumbent will be accountable for using a collaborative and integrated approach, and clear communication with stakeholders who may have conflicting interests and perspectives. This collaboration is required on multiple projects of varying complexity for decision making and problem-solving across the Department, Health and Social Services Authorities, multiple GNWT departments, and stakeholders including seniors and PWD advocacy group, and NGOs, communities and Indigenous governments. The incumbent will complete many of their tasks by leading teams and consulting with stakeholders.

The incumbent is expected to honor and promote a culturally safe environment at all times and to interact with clients and families, community members, partners and colleagues in a tactful, respectful and humble manor that is free of racism and discrimination.

RESPONSIBILITIES

1. Leads the development and implementation of key GNWT cross departmental initiatives related to seniors and persons with disabilities.

- Develops, implements and monitors strategic initiatives, such as the NWT Seniors Strategy, Mandate activities, and Disability Action Plan to support seniors to age in place and to improve access and equitable service for persons with disabilities.
- Works across departments and with external stakeholders to advance key initiatives.

- Integrates community engagement activities, key data sources and leading practices into the overall project and/or initiative.
- Integrates appropriate change management, project management, risk management, community development and evaluation techniques into the overall project and/or initiative.
- Builds and leads project teams, monitors and documents progress, troubleshoots and resolves issues, and advises Manager on progress.
- Develops detailed implementation plan(s) and schedule(s) for projects.
- Includes engagement planning as standard component to project planning to identify the scope of engagement required.
- Ensures that communications flow effectively within project teams, across departments, to senior managers and stakeholders.
- Collaborates to develop engagement strategies for input from stakeholders.
- Analyzes, synthesizes and reports on engagement activities to guide decision making on strategy development and new programs and initiatives.
- Develops briefing materials and presentations to support new initiatives through the review, decision making and approval process

2. Synthesizes qualitative and quantitative data to inform key decisions on projects, programs, services and policies.

- Conducts research and analysis of NWT current state, best practices, national and international initiatives for Seniors and PWD.
- Analyzes qualitative and quantitative data to inform and support decision making.
- Where no precedence, best practice or benchmark exists seeks and coordinates expertise to develop and advance the project and recommend options(s).
- Conducts systematic review(s) of the literature, previous recommendations, and existing programming and strategies from other jurisdictions to inform and support decision making.
- Develops clear and specific recommendations that take into consideration leading practices, expertise in services for Seniors and PWD, and the NWT context.
- Develops materials to effectively communicate findings for a variety of stakeholders, including the public, MLAs, Indigenous Governments, provincial/territorial partners, NGO's, Senior Management, and Interdepartmental Committee of Deputy Ministers.
- Develops a wide range of quality tools and analytic tools to support decision making at all levels.

3. Effectively communicates key Seniors and PWD initiatives and business needs.

- Researches, compiles and analyses information and data in order to draft Ministerial statements, Cabinet information items, correspondence, briefing notes and reports.
- Researches and compiles information to inform formal submission to Cabinet, Financial Management Board, and Executive Committee.
- Prepares confidential correspondence, briefing materials and reports in a timely manner often in response to political issues or public complaints.
- Investigates and/or addresses issues and develops correspondence, briefing notes, submissions and position papers.

- 4. Actively tracks and reports on the progress of strategic Seniors and Persons with Disabilities initiatives and projects.**
 - Develops monitoring and evaluation frameworks to assess the progress and success of strategic plans.
 - Creates project metrics and reporting mechanisms.
 - Ensures the appropriate documentation and tracking of projects and initiatives.
 - Coordinates progress reports on key initiatives and strategic plans.
 - Oversees the work progress of each initiative and manages the work schedule.
 - Monitors and reports on engagement activities as part of standard reporting.
 - Coordinates with other staff within the division, department, and GNWT to ensure there is efficient project management without duplication of effort.
- 5. Provides expertise and support to Seniors and Continuing Care Services Division.**
 - Maintains a working understanding of all Seniors and Continuing Care Services (SCCS) projects, activities and initiatives.
 - Covers off the duties of the Manager, Strategic Initiatives, Seniors and PWD as required.
 - Delivers on project tasks related to Seniors and PWD as requested by the Manager, Strategic Initiatives, Seniors and PWD, or other stakeholders within the DHSS or GNWT.
 - Provides expert project management advice and support to the SCCS Division.
 - Contributes expertise in meetings and discussions identifying issues and actions required to complete divisional assignments.
 - Collaborates and coordinates with Divisional team members.
 - Works with partners across the Health and Social Services System and other GNWT Departments as appropriate to identify current processes and challenges.
 - Coordinates and facilitates input as required from appropriate stakeholders and key partners across the HSS system to identify current processes and challenges.
- 6. Coordinates the financial management of assigned projects.**
 - Prepares cost estimates for project budgets and allocates resources to objectives and activities.
 - Monitors project expenditures to proactively advise the Manager of potential for cost saving or reallocation.
 - Develops reports explaining assigned project variances.
 - Develops tendering documents, requests for proposals and contracts.
 - Ensures GNWT financial management procedures are followed.
 - Evaluates contractor performance.
 - Assists in the preparation of Financial Management Board and/or Executive Council submissions as required for assigned projects.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Competing demands around deadlines can lead to some degree of mental stress.

A high level of concentration and attention 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. Decisions often have long range impacts. These conditions can lead to mental and emotional fatigue and stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of legislation, regulations, standards, policies and guidelines impacting the Health and social Services system.
- Knowledge of services and programs for seniors and persons with disabilities across the GNWT.
- Knowledge of strategic planning.
- Knowledge of project management standards, techniques and methodologies.
- Knowledge of project management tools and standards software tools for communication and managing schedules
- Demonstrated planning, time management and scheduling skills.
- Ability to manage large and small projects from pre-planning to implementation and evaluations.
- Demonstrated interpersonal, negotiation, collaboration and communication skills.
- Ability to plan and facilitate the development and coordination of steering committee and working group meetings
- Effective human relations and motivational skills to work with staff internal and external to the Department.
- Excellent writing and presentation skills.
- Demonstrated ability to research, analyze and synthesize multiple concepts and priorities
- Ability to synthesize and present data effectively for Senior Management decision-making.
- Extensive interpersonal, negotiation, collaboration and communication skills.
- Ability to build and maintain relationships.
- Knowledge of government protocols, cabinet and other related processes.
- Knowledge of socio-political , cultural contexts of the NWT
- Cultural sensitivity
- Knowledge of public participation methodologies
- Stakeholder and issue management skills
- Risk management skills
- Demonstrated skills in risk, issues and stakeholder management.
- Ability to manage conflict

- Excellent writing skills
- Skills and abilities in the application of change management
- Strategic thinking skills
- Problem solving skills
- Ability to work under pressure with compressed deadlines and multiple deliverables
- Computer literacy, including the ability to use MS word, MS power-point, Excel, E-mail and Internet.

Typically, the above qualifications would be attained by:

Completion of A Bachelor's degree in a relevant field such as Business Administration, Health Administration, Project Management, Community development or a health or social sciences related field), along with a minimum of four (4) years of progressive planning, analysis and project management experience in health or social programs.

Experience working in seniors or persons with disabilities programs considered 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