

IDENTIFICATION

Department	Position Title	
Health and Social Services	Project Officer, Pharmaceutical Management	
Position Number	Community	Division/Region
49-17142	Yellowknife	Policy Legislation and Intergovernmental Relations / HQ

PURPOSE OF THE POSITION

The Project Officer, Pharmaceutical Management, is responsible for conducting research and providing analysis related to pharmaceutical and medical supplies and devices management. The Project Officer actively participates in the Department's strategies for the management of pharmaceuticals and medical supplies and devices under the Department's supplementary health benefit programs (Extended Health Benefits (EHB) Policy and Metis Health Benefits (MHB) Policy) and supports the coordination of procurement strategies for the NWT health and social services system

SCOPE

Located in Yellowknife, the Project Officer, Pharmaceutical Management (Project Officer) reports to the Senior Project Manager, Pharmaceutical Management, and works in a complex matrix management environment with the Department and three health and social services authorities.

The Project Officer provides support to the development and implementation of pharmaceutical strategies for the Department, and to the coordination of Government of the Northwest Territories (GNWT) involvement with the Pan Canadian Pharmaceutical Alliance (pCPA), providing analysis of data to inform fair and reasonable pharmacy compensation for provisions of drugs, medical supplies and equipment, and participating with required financial processes related to pharmaceutical agreements.

The Project Officer provides strategic advice to the Senior Project Manager, Pharmaceutical Management, framing the advice in the context and consideration of a number of factors, including financial, legal and political implications. This may also include presenting options, which often have considered approaches in other jurisdictions.



Daily work is largely undertaken independently with principal points of contact with the Senior Project Manager for assigned tasks and upon completion of those tasks.

The Project Officer plays a role in activities that support the fair access to pharmaceuticals, economic modeling and policy development. The position provides technical support for GNWT involvement in the national pharmaceutical discussions, liaises with, and advises regarding the management and purchase of pharmaceuticals for the NWT HSS system. The position also undertakes economic, financial, and policy analysis on other assigned projects as required and coordinates with other Department 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 NWT residents and to the fiscal sustainability of the benefit 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 the Senior Project Manager, and staff within the Department and the Authorities. This position will also be informed by the legal statutes related to the pharmacy profession.

The Project Officer applies acquired knowledge of governmental and political affairs and operations, including protocols, standards, guidelines as well as the policies, governance models and programs and services delivered by the Department and Authorities. The incumbent also applies skills related to policy analysis and development in relation to health and social services in the socio-cultural and political context of the NWT.

This position represents the Department in interdepartmental, intradepartmental, and intergovernmental committees, and the incumbent interacts with senior staff and staff in various authorities and divisions who may have divergent perspectives and demands. Frequently, the Project Officer also needs to work closely with colleagues in other governments and jurisdictions.

The Project Officer provides support, often through the participation on working groups, to complex departmental and ministerial priorities such as insured health services and non-insured health benefit program transformation, health program policy development, health-related initiatives, and pharmaceutical strategy. A high level of 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.

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.

RESPONSIBILITIES

1. Support the development and implementation of short to long-term pharmaceutical, medical supplies/devices strategy using evidence-based policy analysis techniques.

- Conduct analysis of local and national socio-economic factors, emerging health benefits policy, and the NWT political environment.
- Develop public discussion papers, Cabinet decision papers, and proposals for legislative change in the area of pharmaceutical and medical device management.
- Develop strategic documents that provide concise information, analysis, advice and recommendations for the purpose of guiding policy discussions and decisions.
- Develop options for projects that address administrative efficiency as well as current barriers, bottlenecks and cost-drivers related to the management of pharmaceuticals and medical devices for EHB.
- Research best practices and benchmarks projects using those best practices.
- Develop implementation plans for review and approval by HSS senior management.

2. Work with staff in the Department, other GNWT departments, other governments, and non-governmental entities in the development of a pharmaceutical, medical devices and supplies strategy (e.g., federal government public drug programs, federal/provincial/territorial working groups, pharmaceutical manufacturers, and suppliers).

- Provide input options for the accessibility and cost sustainability of pharmaceuticals and medical devices to ensure the approach in the NWT is being constantly tested and improved.
- Liaise with other Department staff to ensure that the pharmaceutical and medical device strategy and its recommendations align with identified priorities as well as with overall desired HSS fiscal and health outcomes.
- Coordinate the GNWT's participation on FPT working groups in relevant areas.



- 3. Support negotiations with pharmaceutical manufacturers and medical device suppliers, towards Product Licensing Agreements and other agreements, as required.**
 - Through ongoing monitoring of industry trends, claims data, and in discussion with pan-Canadian groups, identifies pharmaceutical and medical supply products eligible for reimbursement under the department's supplementary health benefit programs.
 - Provide recommendations respecting the best and most effective method of reimbursement for pharmaceutical and medical supply products dispensed in accordance with legislation, GNWT policies, procedures, and initiatives.
 - Examine contract demands with suppliers and manufacturers, validate contract performance, and assist in resolving contract disputes.
- 4. Contribute to discussions with pharmacy stakeholders in the Northwest Territories.**
 - Provide input to discussions with pharmacy stakeholders with respect to pharmacy compensation and dispensing fees in the NWT.
- 5. Monitor a range of trends and indicators across government, industry, and demographics.**
 - Monitor trends in metrics and reporting in other jurisdictions (federal, territorial and provincial) and in industries related to pharmaceuticals and medical supplies.
 - Analyze the impact of these trends on GNWT health programs and identify opportunities for cost reduction and pharmaceutical/medical supply accessibility.
 - Review EHB program performance and claims data to identify cost drivers and trends.
 - Recommend options for mitigating negative impacts to HSS.
- 6. Provide advice and support regarding related projects, activities and initiatives for the Department.**
 - Contribute advice for the consideration of the Senior Project Manager, and Senior Management on the design, delivery and evaluation of other pharmaceutical and medical supply initiatives as identified by the Department.
 - Work with the Senior Project Manager to provide regular project reporting to the Director of Policy, Legislation and Intergovernmental Relations.
 - Act in place of the Senior Project Manager during times of their absence or during times of vacancies.
 - Develop correspondence, briefing notes, submissions and position papers. Provide input to Financial Management Board (FMB) and/or Executive Council submissions, as required.
- 7. Support process of the financial management of project resources.**
 - Prepare cost estimates for project budgets and allocate resources to objectives and activities for approval.
 - Monitor project delivery to ensure budgets, schedules, and project briefs are followed.



- Monitor and reports on project expenditures to proactively advise of potential for cost savings or reallocation.
- Develop tendering documents, requests for proposals and contracts.

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 of, and/or the ability to acquire and apply knowledge of departmental goals and objectives and the political, geopolitical, and economic environment in which department programs and services are delivered.
- Analytical, organizational and project management skills.
- Written and oral communication skills that include the ability to express ideas and negotiate effectively.
- Ability to work effectively in a diverse culture, institutional and geographical context.
- Skilled in the use of standard computerized office software including word processing, spreadsheets, presentation, electronic mail and communications.
- Ability to liaise with internal/external groups and other government agencies.
- Ability to work independently and as part of a team in a high pressure, time sensitive environment.
- Ability to conduct research and to keep abreast of new trends in order to facilitate harmonization with other jurisdictions.
- Ability to prioritize competing demands and expectations.
- Ability to handle meetings, telephone conversations and electronic correspondence with a high degree of professionalism.
- Skills in anticipating the implications of potential changes in order to develop advice and make recommendations.
- Financial skills,



- Skills relating to analyzing, interpreting, and critically assessing a wide range and volume of information including health policy, legislation, federal / provincial / territorial initiatives, programs and services, business and strategic plans and financial data and economic statistical analysis.
- Strategic thinking and problem-solving 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.
- 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 bachelor's degree in the health sciences, economics, business or pharmaceutical sciences and two (2) years of experience in research, analysis, policy development or project management.

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