



IDENTIFICATION

Department	Position Title	
Health and Social Services	Director, Finance	
Position Number	Community	Division/Region
49-2768	Yellowknife	Corporate Services Branch

PURPOSE OF THE POSITION

The Director of Finance is accountable for all financial activities of the Health and Social Services System in the Northwest Territories (NWT), ensuring they are in compliance with financial obligations established by the GNWT Financial Administration Act (FAA). This accountability includes financial planning, implementation, monitoring, analysis and evaluation of the financial activities of the Department of Health and Social Services (DHSS), the Northwest Territories Health and Social Services Authority (NTHSSA), the Hay River Health and Social Services Authority (HRHSSA) and the Tłıchǫ Community Services Agency (TCSA).

The incumbent is responsible for the financial processing and comptrollership for the Department of Health and Social Services and leads the establishment and maintenance of financial allocation and financial accountability frameworks for the three Health and Social Services Authorities (HSSA's).

The Director of Finance is the most senior Financial position in the health and social system, and provides expert, strategic advice and recommendations to the Chief Executive Officers of the 3 Authorities, the Assistant Deputy Minister Finance Policy and Planning, the Deputy Minister and other members of the Senior Management Team on financial matters, including options and alternatives for addressing issues. The incumbent provides direct support to the Deputy Minister and Minister in appearances before legislative committees and in discussions with the Office of the Auditor General.

SCOPE

The Director of Finance is located in Yellowknife and reports directly to the Assistant Deputy Minister, Finance, Policy and Planning. The Director is the senior financial manager for the NWT Health and Social Services System.

The Department of Health and Social Services is the largest, most broadly based department in the GNWT. The HSS System is comprised of the departmental structure and three Health and Social Services Authorities that deliver a complex array of programs and services, and a number of contracted service providers. The system is supported by a number of contractual arrangements through which services that are not currently available in the NWT are provided in other jurisdictions.

The HSS system directly employs over 2,000 staff members in a wide range of employment categories and provides services to a population of approximately 43,000 residents. DHSS has an operating expenditure budget of \$600 million, a capital budget of \$62 million, work-in-progress of \$32 million and assets with a net book value of \$555 million. DHSS also has projects on behalf of others of \$18 million received through a variety of agreements with funding providers.

Health and Social Services Systems across Canada are facing dynamic and continual pressures related to cost escalation. Services in the Northwest Territories are in a similar position. As a result, effort to focus on the cost management, efficiency and effective care are very important. These conditions must be balanced with the dispersed nature of the Territorial population and the unique aspect of the health and social status found in the NWT.

Since 2013, the NWT health and social services 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 off the results and momentum of System Transformation, the strategic renewal effort has now begun a process of Primary Health Care Reform 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 on a foundation of trust and cultural safety. Using a community development approach, we are changing the way we work with people and communities, at every level of the health and social services system, to enable public participation in priority setting, planning, and design that integrates the social determinants of health, with the goal of implementing cost-effective programs that are more culturally appropriate and responsive to the needs and priorities that have been identified by stakeholders themselves.

The Director operates in a dynamic and complex environment. While directing the activities of the Division, the incumbent must also work directly with chief executive officers and senior financial managers of the 3 HSSA's, senior government officials of the Financial Management Board Secretariat, Department of Finance, and the Office of the Auditor General. The development and maintenance of these relationships requires the incumbent to hold a very broad range of knowledge of programs and services supported by the Department and Authorities; health and social service authorities operations; as well as government processes, guidelines and directives.

The cost of Health and Social Services are increasing across Canada (including the NWT) at rates far in excess of inflation. While the identification of cost drivers has improved, the incumbent's ability to analyze data and, in cooperation with other senior managers, identify strategies to improve effectiveness and efficiency are critical to job performance. Work in this area is also important to informing process that lead to the creation and maintenance of funding allocation mechanisms for distribution of monies to authorities who are, in turn, responsible for health and social service program delivery.

Financing of the health and social services system is further complicated by a significant federal role in funding. As a result, the Director plays a key role in guiding negotiations, monitoring expenditures and directing the reporting on agreements with funders including the Government of Canada. It is necessary for the Director to work closely with other managers within the system ensuring that funding from various sources is utilized in a manner that reduces duplication, overlap and redundant activities.

One of the most challenging aspects of the Director's work is working with the 3 Health and Social Services Authorities. Staff within the DHSS Finance Division provide assistance to finance staff within each authority as required to ensure compliance with GNWT Financial Legislation, Policies and Guidelines. Supports include assistance in budget development, monitoring variance and providing feedback and potential solutions for issues. Staff at DHSS also prepare all supplementary funding, new initiatives and forced growth submissions for the HSS System and manage the capital variance report and tracking of capital assets for the HSS System. The Director plays a direct role in providing advice to the Chief Executive Officers and the Authorities, as well as being required to fulfill an audit function through which recommendations are made to the Deputy Minister. The incumbent must use exceptional skill to carry out these sometimes competing roles. The Directors financial acumen and guidance is essential to the success of ongoing HSS system sustainability planning

The Director has a key responsibility to lead or participate in major system-wide contractual negotiations. Negotiations in which the Director may be asked to play a significant role ranging from those related to professional compensation negotiations (physicians) to contracts with health providers in other jurisdictions. Negotiations have significant impact on cost controls, and occasionally, on federal/provincial/territorial relations.

The Director is a key member of the HSS Leadership and Senior Management Teams and actively participates in the development of strategic and business plans and the identification of key goals and objectives.

The Director is expected to accomplish their responsibilities through collaborative interaction in the analysis of problems and development of solutions for the DHSS and the HSS System.

DIMENSIONS

Direct Reporting Positions - 4

Division Compensation & Benefits	\$1.6 million
Division Operations & Maintenance	\$0.2 million
DHSS Compensation & Benefits	\$ 42 million
DHSS Operations & Maintenance	\$163 million
DHSS Grants & Contributions	\$392 million
DHSS Annual Operating Budget	\$597 million
HSS System Compensation & Benefits	\$327 million
HSS System Operations & Maintenance	\$317 million
HSS System Grants & Contributions	\$ 40 million
Total HSS System Annual Operating Budget	\$684 million

Comptroller (manager + 2 staff)

The Comptroller manages the accounting and revenue collection activities for the Department of Health and Social Services (DHSS), in accordance with the GNWT Financial Administration Manual, Acts, legislation, regulations, directives, policies, departmental procedures and generally accepted accounting principles. The Comptroller ensures appropriate and effective internal financial controls are in place and adhered to and that financial transactions are processed in a timely manner.

Assistant Director, Financial Research and Analysis (Assistant Director + 5 staff)

The position tasked with the monitoring, analysis, and evaluation of the financial activities of three (3) health and social services Authorities/Agency that manage annual funding from the Department of Health & Social Services as well as the financial research, analysis, evaluation, and reporting on the existing or proposed Health and Social Services programs and services, policies, procedures or legislation.

Manager, Financial Planning and Reporting (manager + 3 staff)

This position is accountable for developing, monitoring, analyzing, evaluating and advising on the financial resources of the NWT Health and Social Services system to ensure the

appropriate and efficient use of public funds, in accordance with GNWT acts, regulations, policies and procedures.

Administrative Assistant/Building Support Coordinator (1 staff)

This position provides secretarial and administrative support to the Director and the Finance division. The position manages building maintenance support, including access to the Tatsaotjine Building for the Department of Health and Social Services.

RESPONSIBILITIES

1. The Director is responsible for advising senior managers of the Department on financial and administrative matters and provide accurate and timely financial information so senior managers can make informed decisions.
2. The Director is responsible for monitoring all financial activities of the Department and the 3 Health and Social Services Authorities and prepare reports and recommendations for the Minister and Deputy Minister, advising of options and alternatives for addressing financial matters and making business decisions.
3. The Director is responsible for developing, maintaining and monitoring adherence to a fiscal accountability framework for the health and social services system.
4. The Director is responsible for providing financial advice to the 3 Health and Social Services Authorities and monitor authority expenditures to ensure that they are processed in accordance with the Financial Administration Act.
5. The Director is responsible for ensuring that cost sharing claims are prepared on a timely basis, consulting with program staff on the development of cost sharing initiatives and to meet with federal representatives to negotiate and finalize settlement issues.
6. The Director is responsible for preparing reports that analyze the administrative and financial impact of new and changing programs or legislation, including changes to the Financial Administration Act and Directives.
7. The Director is responsible for accounting to the Comptroller General and Auditor General of Canada on all Departmental transactions.
8. The Director is responsible for monitoring and analyzing financial trends across the HSS System to identify potential opportunities to improve cost effectiveness in the delivery of services.
9. The Director is responsible for planning and directing the annual financial planning activities for the HSS System, and participating in Business Planning and Capital Planning as it relates to the financial implications for the HSS System.

10. The Director is responsible for leading or participating in major system-wide contractual negotiations.
11. The Director is responsible for leading third party funding initiatives by guiding negotiations, monitoring expenditures and directing the reporting on agreements with federal funders including the Government of Canada.
12. The Director participates as a member of the Senior Management Team in HSS strategic and business planning.
13. The Director is responsible for managing the Division's financial and human resources.

WORKING CONDITIONS

No unusual demands

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There will be considerable demands placed upon the incumbent by internal and external stakeholders to quickly develop solutions and achieve results. This can cause significant levels of mental stress, especially given the demands on the local and national health and social services system that will somewhat hamper the incumbent's ability to meet these demands.

In addition, the need to negotiate a consensus among a variety of independent stakeholders in the health and social services system, including professional associations and health and social services authorities and the public adds further stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Seasoned knowledge of accounting procedures, generally accepted accounting principles (GAAP) theories and practices. The incumbent should be able to interpret and implement Canadian Institute of Chartered Accountant (CICA) guidelines and evaluate complicated policies and proposals.
- Seasoned knowledge of budgeting, government budgeting processes, financial analysis and reporting including the ability to prepare financial reports and statements.
- Knowledge of human resource legislation, policies and procedures particularly in the areas of staffing and personnel and benefits administration.

- Knowledge of contract management for administration of contracts, audit processes to assist in audits, and payroll and benefits for managing human resources.
- Strong computer skills in a networked Windows Operating environment with an expert grasp of the use of spreadsheets, word processing, databases and accounting and payroll systems.
- Knowledge and appreciation for northern cultures as they relate to the delivery of health and social services.
- Understanding of the complex interplay of political, economic and social forces at work in the NWT
- Expert critical and analytical thinking, including proven ability to distil strategy and translate strategic goals into change management initiatives
- Ability to work within, across, and externally to the organization in a collaborative way with an ability to inspire, influence and persuade.
- Superior communication and presentations skills (oral and written).
- Current knowledge of health care administration and the challenges being faced by the Department and 3 Health and Social Service Authorities.
- Ability to act independently and anticipate issues and needs to provide on-the-spot information, advice and interpretation to lawyers, consultants, other government departments and Authority Senior Management.
- 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.

GNWT Management Competencies

- Self-Confidence is a belief in one's own capability to accomplish a task and select an effective approach to a task or problem. This include confidence in one's ability as expressed in increasingly challenging circumstances and confidence in one's decision or opinions. Level 5
- Listening, Understanding and Responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency demonstrate an understanding of others, including cross-cultural sensitivity. – Level 5
- Organizational Awareness is the acumen to appreciate and the ability to use the formal and informal roles, relationships and structures in either one's own, or other, organization(s). This includes the ability to identify the real decision-makers and individuals who can influence them; and to predict how new events or situations will affect individuals and groups within the organization. Level 5
- Strategic Focus is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices. It is taking the broad-scale and long-term view and developing appropriate strategies or plans to meet goals. Level 5
- Developing Others is providing coaching, support and recognition to enhance employee performance, development and motivation. It is encouraging individuals to be accountable

for their own development and should include a diverse range of learning activities. Level 5

- Service Focus implies a desire to identify and serve stakeholders/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of stakeholders/clients. Level 5
- Leadership is inspiring people and teams to reach their fullest potential. Leadership is about positively influencing people and events and can be demonstrated at every level of an organization. Level 5
- Change Management is the ability to support a change initiative that has been mandated within the organization. It involves helping the organization's members understand what the change means to them, and providing the ongoing guidance and support that will maintain enthusiasm and commitment to the change process. People with this competency willingly embrace and champion change. They take advantage of every opportunity to explain their vision of the future to others and gain their buy-in. Level 5
- Building Partnerships with Stakeholders is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder. Level 5
- Business Acumen is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs. Level 5

Note: for additional information on GNWT management competencies refer to the GNWT Management Competency Model available through Corporate Human Resources

Typically, the above qualifications would be attained by:

This level of knowledge, skill and ability is typically attained through the completion of a university degree in a related field (Administration, Business, Commerce, Finance) coupled with a recognized professional accounting designation (ie. CGA, CMA, or CA) and at least 5 years directly related work experience including at least 4 years at a managerial level in a complex organization, with added benefit if direct experience in a Public Service environment. The incumbent's experience should reflect involvement in decision making, team management and strategic planning and in fields of finance and administration.

Experience in health or social services setting would be a definite asset.

Equivalent combinations of education and experience will be considered.

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