



IDENTIFICATION

Department		Position Title	
Health and Social Services		Director, Population Health	
Position Number	Community	Division/Region	
49-5924	Yellowknife	Office of the Chief Public Health Officer	

PURPOSE OF THE POSITION

The Director, Population Health is accountable for the strategic planning, development, implementation, coordination, monitoring, evaluation, and ongoing management of Population Health programs, including the Epidemiology and Surveillance Unit, Disease Registry Unit, and Health Promotion Unit. The Division is responsible for ensuring that population and community health information is collected, analyzed, and used to support evidence-informed decision-making and public health action throughout the Northwest Territories while ensuring compliance with applicable legislation, regulations, policies, and professional standards

SCOPE

The Director, Population Health reports directly to the Chief Public Health Officer (CPHO) and provides strategic leadership to a team of 19 professionals responsible for delivering specialized expertise, guidance, and direction related to population and public health programs across the Northwest Territories. The Division plays a critical role in analyzing and interpreting population health, community health, and well-being data to support evidence-informed decision-making, resource allocation, policy development, and priority setting at the territorial, regional, and community levels. Many staff members within the Division are appointed under the Public Health Act and exercise statutory authorities to ensure legislative requirements are implemented and enforced. Working closely with the CPHO, the Director provides leadership to advance the mandate and objectives of the Public Health Act.

The Director plays a key role in advancing health promotion, disease prevention, health protection, and healthy public policy throughout the Northwest Territories. The Division provides expertise, guidance, and support for a broad range of public health functions, including communicable disease prevention and control, outbreak management, immunization programs, screening initiatives, epidemiology, surveillance, public health registries, environmental health initiatives, and health promotion programming. Through collaboration with departmental, territorial, regional, community, Indigenous, and federal partners, the



Division supports coordinated public health action that improves the health and well-being of NWT residents.

The Northwest Territories encompasses more than 1.2 million square kilometers and serves approximately 42,000 residents living in diverse and geographically dispersed communities. Residents represent a rich cultural mosaic, including First Nations, Inuit, Métis, and non-Indigenous populations, with 11 official languages. Population health programs and services must be responsive to diverse cultural, linguistic, geographic, and socioeconomic realities across the territory.

Improving population health outcomes within the NWT requires collaborative, cross-sectoral, and culturally responsive approaches that support individual, family, and community wellness. Successful public health interventions depend on effective partnerships among governments, Indigenous governments and organizations, communities, health professionals, and other stakeholders. The Director is responsible for ensuring programs and initiatives are evidence-informed, culturally safe, and responsive to the needs and priorities of NWT residents

The Director ensures timely and accurate information is provided to senior leadership, including the Deputy Minister and Minister, through briefing notes, correspondence, reports, presentations, and responses to Legislative Assembly inquiries. The Director actively contributes to strategic planning, business planning, policy development, and intergovernmental initiatives and represents the Department on federal, provincial, territorial, and national committees and working groups.

Three units report to the Director:

Epidemiology and Surveillance Unit

Provides leadership and expertise in public health surveillance, epidemiology, population health assessment, disease monitoring, immunization surveillance, and analysis of health trends to support evidence-informed public health action and policy development. The Unit supports timely investigation and surveillance of reportable diseases and conditions and provides critical information to support public health decision-making.

Disease Registry Unit

Provides leadership and operational oversight for public health registries, information systems, data governance, surveillance platforms, analytics, and reporting functions that support population health monitoring and legislative requirements. The Unit provides expert business, technical, and strategic advice related to public health information systems and data management.



Health Promotion Unit

Leads territorial health promotion and disease prevention initiatives by integrating evidence, best practices, research, and stakeholder engagement to improve health outcomes and advance strategic public health priorities. The Unit works collaboratively across the Health and Social Services System to support coordinated and effective health promotion programming.

DIMENSIONS

- 19 Reporting Positions (4 direct, and 15 indirect)
- Compensation & Benefits (\$ 2,000,000)
- Operations & Maintenance (\$)
 - PHR
 - EPI \$ 59,000
 - Health Promo \$ 197,000
 - Population Health \$ 15,000
- Grants & Contributions (\$)2-3,000,000 (health promo)
- Capital (\$)

RESPONSIBILITIES

1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.
2. The Director is accountable for creating conditions that contribute to improved health outcomes for individuals, families, and communities through preventative programming, healthy public policy, disease prevention, health protection, community engagement, and population health initiatives.
3. The Director provides strategic leadership in the development of public health policy and in mobilizing resources across the health and social services system to strengthen population health outcomes and reduce preventable illness and disease.
4. The Director provides expert advice, recommendations, and support to the Minister, Deputy Minister, Assistant Deputy Minister, Chief Public Health Officer, Health and Social Services system leaders, and other stakeholders as required. This includes:
 - Preparing briefing notes, updates, reports, and information materials.
 - Preparing correspondence for senior leadership and elected officials.
 - Leading the development and implementation of strategic plans, business plans, policies, and population health strategies.



- Directing divisional responses to requests for information and participation in territorial, intergovernmental, and interdepartmental initiatives.

5. The Director:

- Monitors compliance with applicable legislation, regulations, standards, and policies and provides recommendations to senior leadership based on evidence and analysis.
- Leads the planning, implementation, monitoring, and evaluation of territorial population health programs and services.
- Leads the development and evaluation of standards, policies, procedures, guidelines, and best practices supporting public health programs and services throughout the NWT.
- Ensures appropriate support, educational resources, orientation, and training are available to frontline staff and program personnel.
- Establishes and maintains collaborative relationships with professional associations, Indigenous governments and organizations, federal and territorial partners, advisory groups, and other stakeholders.

6. The Director provides overall leadership and accountability for the Division's financial, human, operational, and strategic resources by:

- Leading business planning, budgeting, forecasting, financial monitoring, reporting, and contract management activities.
- Overseeing recruitment, retention, and workforce planning.
- Supporting succession planning, leadership development, mentorship, and professional growth opportunities for staff.
- Coaching and supporting managers to achieve divisional objectives and align activities with departmental priorities.

WORKING CONDITIONS

Physical Demands

Physical demands are consistent with typical GNWT office environment. No unusual demands.

Environmental Conditions

Environmental Conditions are consistent with typical GNWT office environment. No unusual conditions.

Sensory Demands

Sensory demands are consistent with typical GNWT office environment. No unusual demands.



Mental Demands

The position encounters competing priorities and short timelines, and considerable demands from both internal and external stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of population health, public health practice, epidemiology, health promotion, disease prevention, and health protection.
- Knowledge of the Northwest Territories health and social services system, including relevant governance structures, legislation, policies, and programs.
- Knowledge of the *Public Health Act* and related legislation.
- Knowledge of health system planning, program evaluation, quality improvement, and performance measurement methodologies.
- Leadership, organizational management, and team development skills.
- Financial and human resource management skills.
- Communication, negotiation, relationship-building, and stakeholder engagement skills.
- Analytical, strategic thinking, and decision-making abilities.
- Ability to lead multidisciplinary teams in complex and changing environments.
- Ability to translate evidence and data into effective policy, program, and operational recommendations.
- Ability to build collaborative relationships with communities, Indigenous governments and organizations, health system partners, and government stakeholders.
- Ability to commit to actively uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

The knowledge, skills, and abilities required for this position are typically acquired through completion of a Master's degree in Public Health, Epidemiology, Nursing, Health Administration, or a related discipline, together with a minimum of eight (8) years of management experience within health systems, public health, or health administration.

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