

Job Description

Health Policy Manager (Maternity Leave)

Health Transformation Department

SUMMARY:

Under the functional and political direction of the Deputy Grand Chief/Grand Chief with the Health Transformation portfolio and the immediate supervision of the Director of Health Transformation, the Health Policy Manager is responsible for implementation of identified health priorities and initiatives as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly. The Health Policy Manager will provide supervision and coordination to the Policy Analysts. The Health Policy Team will be responsible for coordinating and implementing policy analysis, research and technical support relating to all health initiatives. As a member of the Health Transformation Team, the Health Policy Manager must be prepared to work in a fast-paced team setting that requires effective and efficient communication.

DUTIES AND RESPONSIBILITIES

- Support the Director of Health Transformation in managing the effective and efficient day-to-day operations of the Health Policy Team. This includes the management of all duties and supervision of the performance of staff assigned under the Health Transformation organizational structure on a day-to-day basis.
- Coordinate and implement all project management tasks assigned, including the implementation of work plans and resolutions; monitoring program budgets; and submitting monthly financial reports in accordance with NAN policies and procedures and funding terms and conditions.
- Actively participate in coordination and technical support to Chiefs Council on Health Transformation and Health Advisory Group.
- Prepare technical and political updates for NAN Chiefs in Assembly, Grand Chief/Deputy Grand Chief (or his/her designate) responsible for Health Transformation as required.
- Provide technical support, strategic direction, research and policy analysis to support the Health Transformation Team, NAN-affiliated health organizations and to First Nations in relation to the coordination and planning of health programs and initiatives as required.
- Coordinate the Health Policy work to provide technical and political advocacy support, and strategic advice by drafting research and position papers, policy analysis and briefing notes as requested for designated portfolio holder, Health Transformation Lead & Negotiator, and Director of Health Transformation as requested.
- Work closely with other members of the Health Transformation team and other NAN Departments to coordinate strategies and prioritize issues.
- Prepare proposals, submissions, activity and financial reports for the Health Transformation Team as required.
- Draft memos, briefing notes, position papers and other documents as required.
- Perform other duties as assigned by the Director of Health Transformation.

ACCOUNTABILITY:

The Health Policy Manager is under the day to day supervision of the Director of Health Transformation and with overall accountability for performance to the Chief Administrative Officer. The Health Policy Manager will receive political and strategic direction from the Health Transformation Lead & Negotiator and Director of Health Transformation.

COMPETENCIES AND QUALIFICATIONS:

- Bachelor's degree in public health, social sciences, community development or an equivalent combination of education and related experience.
- Demonstrate knowledge of the broad spectrum of health and health care support systems; must understand the issues, concerns of health care system stakeholders as well as the trends, directions and models of delivery and governance that affect health care in the NAN territory.
- Excellent communication, computer, relationship building, conceptual and leadership skills.
- Ability and/or experience in managing programs and staff.
- Ability to provide thorough, well composed reports on specific issues within time limits.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) an asset.
- Initiative and ability to complete tasks with a minimum of guidance and supervision, and to manage competing demands in a team setting.
- Extensive travel may be required, and individual must be willing and able to travel as required.

PORTFOLIO:

LOCATION OF WORK:

LAST REVIEW:

MANAGEMENT

NAN OFFICE – Thunder Bay

February 2023