

## Job Description

### Health Policy & Advocacy Manager

#### Health Policy & Advocacy Department

#### SUMMARY:

Under the functional direction and the immediate supervision of the Director, the Health Policy & Advocacy Manager is responsible for implementation of identified health priorities and initiatives as mandated by NAN Chiefs in Assembly. The Health Policy & Advocacy Manager will plan, direct, and coordinate the operations of the health policy and advocacy department and maintain systems and procedures for operating efficiency, while managing staff in the department. The Manager will promote the daily schedule of employees and the organization, create and maintain budgets, and coordinate with/report to senior management in the organization. The Health Policy & Advocacy Manager must be prepared to work in a fast-paced team setting that requires effective and efficient communication.

#### DUTIES

- Support the Director of Health Policy & Advocacy in managing the effective and efficient day-to-day operations of the Health Policy & Advocacy Team. This includes the management of all duties and supervision of the staff assigned under the Health Policy & Advocacy organizational structure on a day-to-day basis.
- Foster effective teamwork within the Health Policy & Advocacy department ensure a safe and healthy workplace.
- Determine staffing requirements and report needs to senior management.
- Conduct the hiring and training of new staff.
- Work in collaboration with NAN Communications and external partners to develop internal and external materials in a range of formats to reach key audiences and supporting engagements & meetings as-needed.
- 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.
- Provide coordination and technical support to Chiefs Council on Health Transformation and any other technical committees.
- Prepare updates for NAN Chiefs in Assembly, Grand Chief/Deputy Grand Chief (or his/her designate) responsible for Health Policy & Advocacy as required.
- Provide technical support, and strategic advice by drafting research and position papers, policy analysis and briefing notes as requested by the Director.
- Collaborate with NAN departments to coordinate strategies and prioritize issues.
- Perform other duties that may be assigned by the Director.

#### COMPETENCIES AND QUALIFICATIONS:

##### Candidates must possess the following skills and attributes:

- Master's degree or Bachelor's degree in public health, health, social sciences, psychology, or an equivalent combination of education and related experience with a minimum of five (5) years' work experience in management in First Nations health.

- 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.

## ACCOUNTABILITY:

The Health Policy & Advocacy Manager is under the supervision of the Director of Health Policy & Advocacy and with overall accountability for performance to the Chief Administrative Officer.

## LOCATION OF WORK:

Thunder Bay, ON

## PORTFOLIO:

Health

## LAST UPDATED:

July 2023

