

## **JOB DESCRIPTION**

### **Manager**

Health Policy and Advocacy

#### Summary of Duties

The Health Policy and Advocacy Manager is responsible for the overall management of the department's financial, human, and physical resources including planning, developing, coordinating, and implementing the department's strategic initiatives. The Manager works closely with the department Director and department staff and maintains an effective working relationship with Senior Management, NAN First Nations, Tribal Councils and other stakeholders.

- Manages the department's priorities, setting reasonable timelines, monitoring, and evaluating the effectiveness and efficiency of the department, and developing and implementing plans to improve.
- Prepares and monitors funding proposals and budgets, reviews and approves expenditures, and identifies and reports potential financial overruns and variances in a timely fashion.
- Provides leadership for strategic visioning, planning, implementation, and evaluation of departmental goals and objectives to contribute to the organization's overall strategic vision.
- Research, prepare, and develop funding proposals and applications to advance and promote the strategic initiatives of the department.
- Initiates, plans, and coordinates community engagement activities with community leadership, staff and appropriate groups as required including facilitating relevant training workshops, conferences and meetings as required.
- Provides health planning and advocacy related support, guidance, and assistance to NAN First Nations as requested.
- Ensures reports are prepared and submitted to funding agencies in a timely manner.
- Ensures the maintenance of an effective filing system (in Sharepoint) of activities, decisions, progress reports, resolutions, and directories, following principles of confidentiality.
- Provides information, briefing notes, program updates, and presentations to Executive Council, Senior Management, First Nations, Tribal Councils and other external organizations.
- Assists with negotiation and management of professional service contracts when requested.
- Research information, conduct analysis, and prepare reports and studies related to health planning.
- Monitors legislation and regulations related to the department and reports immediately on the potential impacts to NAN First Nations.
- Maintains strong working relationships with NAN First Nations, regional and national organizations, relevant government agencies, as well as other external stakeholder organizations.
- Support the NAN Chiefs -in-Assembly, and NAN activities as required.

- Attend all organization meetings as required and adhere to NAN policies, procedures and protocols.
- Complete all mandatory training as assigned.
- Other duties as required.

## Management Duties

Supervise program staff and manage in accordance with approved policies and procedures including identifying training needs, coaching, and mentoring staff to improve performance. Management is expected to be on call to provide guidance, support, and decision-making as needed, even outside of regular working hours, to ensure operational continuity and address any urgent matters that may arise.

- Oversee day-to-day operations, including workflow management, resource allocation, and task assignment to ensure optimal productivity and efficiency.
- Set clear performance goals and expectations for staff, regularly monitoring performance, and providing feedback, coaching, and support as needed.
- Identify training needs and opportunities for skill development within the team, providing training sessions, workshops, and resources to enhance individual and team performance.
- Address issues and challenges that arise within the team in a timely manner, working collaboratively to develop solutions and implement corrective actions as necessary.
- Facilitate open and effective communication within the department, ensuring that team members are informed of relevant updates, changes, and expectations.

## Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

## Competencies And Qualifications:

*Candidate must possess the following skills and attributes:*

### **Education:**

Bachelor's degree or equivalent combination of education and experience in a health-related field is required.

### **Experience:**

3-6 years of management experience and health related work experience is preferred.

### Knowledge & Skills:

The Health Policy and Advocacy Manager requires knowledge of NAN member communities, team development and management, health, as well as budget development and reporting. The following skills and experience are required:

- Strong analytical and organization skills with ability to work on a wide range of issues simultaneously.
- Excellent oral and written communication skills complimented by effective presentation and facilitation skills.
- Excellent interpersonal skills with an ability to establish and maintain effective working relationships.
- Strong skills in proposal development, policy review and development.
- Experience working with First Nations combined with strong knowledge and appreciation for First Nations culture, traditional practices, and protocols.
- Strong computer skills with expertise in Microsoft Word, Excel, and Power Point.
- Ability to communicate verbally, and through writing, efficiently and effectively.
- Demonstrates respect for confidentiality and makes sound decisions.
- Must be able to undertake, lead and complete assigned projects and duties independently and effectively.
- Knowledge and understanding of Indigenous culture and traditions within the NAN territory.
- Fluency in NAN dialect (Cree, Anisininew, or Ojibway) an asset.

## Effort:

- Primarily desk work with prolonged sitting
- Work requires a moderate level of dexterity related to sustained keyboard use.

## Working Conditions:

- Work within an office setting.
- Work within member First Nation communities, away from home.
- Travel via motor vehicle and aircraft.
- Highway and city driving may be required.
- Working in various meeting locations as required.

## Accountability

This position is under the day-to-day supervision of the department Director with further accountability to the Chief Administrative Officer for overall performance.