

JOB DESCRIPTION

Manager – Health Transformation

Health Policy and Advocacy

The Health Transformation Manager is responsible for leading and coordinating NAN's Health Transformation process. This position oversees the financial, human, and operational resources of the Health Transformation team while advancing negotiations with federal and provincial partners, managing complex, multi-year projects, and ensuring culturally grounded engagement with NAN's 49 First Nations.

Summary of Duties

Strategic Leadership and Negotiations

- Lead preparations for trilateral negotiations with Indigenous Services Canada (ISC) and the Ontario Ministry of Health (MOH) to secure sustainable, long-term funding for NAN's health system.
- Provide technical and political advice to NAN leadership, including Grand Chief, Deputy Grand Chiefs, and Chiefs Council, to support unified decision-making.
- Track and analyze provincial and federal health policies, ensuring alignment with NAN's sovereignty, Treaty Rights, and UNDRIP commitments.

Project Management

- Coordinate multiple overlapping Health Transformation projects, including:
 - Charter In Principle finalization and governance design.
 - Development of territory-wide service standards and quality assurance systems.
 - Health system mapping and financial gap analysis.
 - Creation of a NAN-wide Data Management Framework.
- Build and maintain detailed multi-year work plans with quarterly milestones.
- Implement systems for risk management, real-time reporting, and progress tracking for Chiefs-in-Assembly, funders, and external stakeholders.
- Supervise project teams, providing mentorship, training, and performance oversight.

Operational and Financial Oversight

- Prepare and manage funding proposals and budgets; approve expenditures up to \$15,000 and monitor for variances.
- Ensure timely submission of financial and narrative reports to funders.
- Maintain confidential filing systems in SharePoint for decisions, resolutions, and program documentation.
- Support the negotiation and management of professional service contracts.

Management Duties

- Supervise and mentor Health Transformation program staff, fostering a high-performance team culture.
- Oversee day-to-day operations, workflow, and resource allocation to ensure efficiency and accountability.
- Provide on-call guidance outside regular hours to ensure continuity and respond to urgent issues.
- Identify and implement staff training and skill development opportunities.
- Support the NAN Chiefs'-in-Assembly, and NAN activities as required.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Coordinate, attend and participate in de-brief meetings.
- Complete all mandatory training assigned.

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 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 health, business, communications, organizational development, or a related field.

Experience:

- 3–6 years of experience in project management, communications, or organizational development.
- Experience working with First Nations communities and leadership.
- Knowledge of health systems, policy, or advocacy is an asset.

Knowledge & Skills:

The Manager – Health Transformation 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:

- Deep understanding of NAN communities, governance, and Treaty relationships.
- Understanding and interest in NAN communities, health issues and challenges.

- Thorough knowledge and understanding of Indigenous culture and traditions within NAN territory.
 - Strong negotiation skills with experience in high-level intergovernmental processes.
 - Proven ability to lead complex, multi-year projects with overlapping timelines.
 - Expertise in community engagement rooted in cultural safety and self-determination.
 - Strong analytical, organizational, and problem-solving skills.
 - Excellent communication and facilitation abilities.
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- Experience with proposal development, policy design, and budget management.
 - Proficiency in Microsoft Office (Word, Excel, PowerPoint).
 - Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving material from time to time.
- Primarily desk work with prolonged sitting
- Work requires a moderate level of dexterity requiring minimal keyboarding skills.

Working Conditions:

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities and away from home
- Travelling in both commercial and smaller aircraft
- Highway driving may also be required
- Working with the public
- Working in various meeting locations as required

Accountability

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