

GOVERNMENT OF NUNAVUT
POSITION DESCRIPTION

Date: February 4, 2020 Position Number: 10-14066

Position: Director, Quality of Life

Incumbent: Vacant

Reports to: Associate Deputy Minister, Quality of Life

Location: Iqaluit

Effective: February 4, 2020

Certified that this position description accurately describes the position of Director, Quality of Life.

Deputy Minister
Department of Health

Date

General Accountability

Under the direction of the Associate Deputy Minister, Quality of Life, the Director, Quality of Life, provides strategic planning, leadership and coordination for the cycle of the Nunavut Suicide Prevention Strategy, quality of life initiatives and plans, including: consultation and engagement; development of plans and strategies; implementation and delivery by lead departments; research, monitoring and evaluation to measure progress; and reporting. The Director coordinates the development, implementation and evaluation of the annual Quality of Life Secretariat business plan, leads legislative and regulatory reviews for improving quality of life, strategic planning with the Nunavut Suicide Prevention Strategy Implementation Committee and the preparation of briefing material for departmental officials and the Minister.

The Director partners with other departments, organizations, governments and third parties to achieve these goals. The Director works internally with all levels of the Department including the Minister and Assistant Deputy Ministers and externally with stakeholders.

The position contributes to the achievement of a representative public service by focusing on the removal of systemic barriers and the continual recruitment and development of Inuit within the division. The Director is accountable for incorporating Inuit Societal Values into the day-to-day operations of the division.

Organizational Structure

This is currently the only position that reports directly to the Associate Deputy Minister, Quality of Life

Subordinates

Five (5) positions report directly to the Director, Quality of Life: They are:

10-14069: Senior Policy and Legislative Analyst

This position contributes to the overall functioning of the Quality of Life Secretariat, Cabinet Committee on Quality of Life, department of Health and the reporting of programs and services by the Minister and Deputy Minister to Cabinet, the legislature and external stakeholders. Through the strategic/business planning process and preparation of legislative proposals, the position has an impact on the short and long term direction of the department. Through the provision of effective and responsive policy and legislation development, analysis and research, the position has an impact on program and service delivery, thereby contributing to the overall health and wellbeing of Nunavummiut. The position works independently and in a team environment to manage the policy and legislation review/development/implementation process within the department. The position also requires a close working relationship with senior managers and managers in the program areas related to a given policy or legislative project, as well as external stakeholders and contractors.

10-14067: Senior Advisor, Angutiit

Working in consultation with men's groups, youth groups, inmates, men's shelters, schools, community organizations, government departments, support committees and territorial service providers, this position is responsible for engaging Nunavummiut constructively for the development of strategies and implementation plans to improve the quality of life for Nunavummiut. The position hosts focus groups, interviews and informational meetings to ensure that the needs and recommendations of men, elders, communities, and individuals are addressed in government programs and services. This position is a subject matter expert in the Government of Nunavut for improving the quality of life for men, responding to the current social determinants of health experienced by men and historical traumas outlined in the Qikiqtani Truth Commission and the Truth and Reconciliation Commission. This position participates in interdepartmental and inter-agency meetings to address the needs of men and men's groups in the territory. In addition the position participates in the review of media campaigns to ensure consistency of messaging related to quality of life.

10-14070: Evaluation and Monitoring Analyst

The Evaluation and Monitoring Analyst- Quality of Life provides oversight for the Nunavut Suicide Prevention Strategy's planning, evaluation, knowledge management and monitoring. The position establishes the performance framework, measures indicators and outcomes, develops quality assurance strategies, and maintains relationships with program partners. This provides an opportunity for the Quality of Life Secretariat to monitor and evaluate the overall success of efforts directed at reducing the suicide rate in the territory and improving aspects of daily life for Nunavummiut. This position will lead the Secretariat in developing and implementing the framework for evaluating the Nunavut Suicide Prevention Strategy and associated action plans using both Inuit and western evidence. The position is also responsible for data analysis and interpretation of information collected using established evaluation and monitoring protocols, including the development and maintenance of milestones, metrics and general reporting statistics.

10-14071: Wellness Program Specialist

The Wellness Program Specialist works with the Quality of Life Secretariat, the Nunavut Suicide Prevention Strategy Implementation Committee Members, external health service providers and community groups in order to develop and coordinate projects that will deliver best in-class and Inuit Specific mental wellness and suicide prevention initiatives and community capacity development support across Nunavut. This will be achieved by supporting a collaborative planning process with multiple stakeholders, building and strengthening partnerships within and outside of Nunavut that support culturally-appropriate mental wellness and suicide prevention programs and services, increasing the participation of Inuit in the design, delivery and evaluation of mental wellness and suicide prevention programs and services and improving access for Nunavummiut. This position will identify, prioritize and report on territorial needs in the area of quality of life, develop business cases, proposals, reports, briefing notes, promotional materials and coordinate special events and activities.

10-NEW: Mental Health and Addictions Cross Cultural Coordinator

The purpose of this position is to provide front-line mental health and addictions services, including crisis response, and support for clients dealing with mental health illnesses, suicidal ideation, family violence, and/or addictions. The Mental Health and Addictions (MHA) Outreach Worker will establish supportive client relationships through the delivery of programs and by helping them navigate services, with the goal of empowering clients and their support network to actively participate in mental health wellness. This position will reinforce, practice and model therapeutic techniques and treatments as part of the Nunavut Addictions and Trauma Systems team.

Nature and Scope

Inuit in Nunavut have a long history of resilience and self-sufficiency that has eroded through changes in the Inuit way of life over the past 50 Years. As a result, Nunavummiut face many physical, mental and social challenges which have resulted in suicide rates that are higher than the National average. The provision of suicide prevention, intervention and postvention programs and services to alleviate these challenges and reduce the rates of suicide is impacted by geography, technology, and the diverse needs of the population.

The Director, Quality of Life is accountable providing strategic planning, leadership and coordination for the cycle of the Nunavut Suicide Prevention Strategy, quality of life initiatives and plans, including: consultation and engagement; development of plans and strategies; implementation and delivery by lead departments; research, monitoring and evaluation to measure progress; and reporting. The Director shall maintain a strong relationship between the four partners of the Nunavut Suicide Prevention Strategy (NSPS): the Government of Nunavut (GN), Nunavut Tunngavik Inc., the Royal Canadian Mounted Police (RCMP) and the Embrace life Council.

The Director, Quality of Life, is a key position accountable for overseeing processes and systems to advance a vision for the territory that is consistent with Inuit Societal Values and Practices.

The Director, Quality of Life will play a critical role in planning for Inuit employment in mental health, addictions and psychiatric positions in Nunavut.

The division must reflect thinking and recommendations that address cutting edge program development within fiscal realities.

Dimensions

Person years:	8
O&M /Budget:	\$2,000,0000
Capital:	N/A
Spending Authority:	Full, within budget

Specific Accountabilities

- Developing and supporting, through a team oriented approach, a culturally relevant vision and strategic direction on suicide prevention, intervention and post-vention that is shared by staff, community agencies and community leadership.

- Facilitating the development, revision and evaluation of policy, regulations and legislation by assisting program managers in the drafting of proposals and ensuring conformation to scheduling, content requirements of central agencies, consultation and communication needs;
- Coordinating the Department's and the Nunavut Suicide Prevention Strategy Implementation Committee's strategic planning efforts, and ensuring that planning initiatives are connected internally and linked to the government's main estimates and are in accordance with government priorities;
- Development and reporting on the Secretariat's Business Plan, Business Cases and applications for federal funding;
- Seeks adequate resources, through the GN Business Planning process, or from third parties, to implement the commitments in the Nunavut Suicide Prevention Strategy and action plans.
- Providing policy advice and support to the Associate Deputy Minister, and the Minister's office. The advice includes the coordination and support of the Department's relationships with municipal, Inuit organization, federal, provincial and territorial counterparts for the enhancement of the Quality of Life of Nunavummiut;
- Coordinating the preparation of departmental briefing materials for Federal/Provincial/Territorial meetings, organizations within Nunavut and for sessions of the Legislative Assembly, and ensuring the information is accurate;
- Coordinating the monitoring of the Legislative Assembly to track questions posed to the Minister, coordinating the writing of responses and ensuring responses are submitted in accordance with deadlines;
- Coordinating the drafting of Ministerial correspondence with appropriate managers;
- Providing support to researchers to help identify community based research needs;
- Facilitating partnerships with researchers on projects of interest to the Department and undertaking long-term planning to fill research voids;
- Liaising with central agencies regarding departmental policy priorities;

- Establishing goals, objectives and indicators for the division, monitoring the goals and objectives through the indicators and implementing improvements as required;
- Managing the divisional budget in accordance with the requirements of the *Financial Administration Act* and departmental policy.
- Providing professional policy advice and support to the Minister through the Associate Deputy Minister on departmental issues;
- Representing the Department on interdepartmental committees, such as the Inuusiq Committee;
- Effectively supervising staff and ensuring training, development, disciplinary actions and team building takes place as required;
- Evaluating the performance of division staff with the aim of improving services and the professional capacity of staff both individually and as a team.

Knowledge, Skills and Abilities

Contextual Knowledge

- Quality of life issues and priorities in Nunavut and Canada;
- Public sector structures, responsibilities and mandates;
- Theories, principles and practices of policy analysis, development, research and project management processes;
- Theories, principles and practices of HR and financial administration;
- Social, economic and training issues in Nunavut and Canada;
- Applicable legislation, policies and procedures related to quality of life issues.

Skills

- Leadership, team building and motivational skills;
- Interpersonal skills and the ability to adjust appropriately to a particular individual or entity;
- Demonstrated skills in effective writing, policy and legislative development;
- Effective oral and written communication skills including persuading, negotiating, guiding and conducting presentations and workshops to a large audience;
- Computer skills including the use of software such as Microsoft materials and network or cloud-based file storage systems;

- Research and project management skills.

Abilities

- Ability to communicate effectively in a multi-cultural environment;
- Ability to lead, advise, guide and counsel committees;
- Ability to use discretion and practice good judgment in varied and sometimes stressful situations;
- Ability to prepare concise, efficient and effective written documents at a standard acceptable to Cabinet;
- Ability to manage staff effectively;
- Ability to effectively assess the impact of external change on programs and services;
- Ability to build strong relationships and foster a cooperative environment;
- Ability to deliver within tight deadlines.

The above knowledge, skills and abilities would typically be acquired through;

- An undergraduate degree in the social sciences, political science, law or public administration;
- Five years of progressive management experience in mental health, suicide prevention, social services or related field;
- The ability to communicate in more than one of Nunavut's official languages is an asset;
- An acceptable combination of education and experience may be considered.

This is a position of Trust. Criminal Record check is required.