



## **IDENTIFICATION**

| <b>Department</b>                |                  | <b>Position Title</b>                     |  |
|----------------------------------|------------------|-------------------------------------------|--|
| Executive and Indigenous Affairs |                  | Senior Evaluation and Performance Analyst |  |
| <b>Position Number</b>           | <b>Community</b> | <b>Division/Region</b>                    |  |
| 11-17487                         | Yellowknife      | Healthcare System Sustainability          |  |

## **PURPOSE OF THE POSITION**

The Senior Evaluation and Performance Analyst (Sr. Analyst) is responsible for the development, review and implementation of an evaluation and performance measurement program relating to the sustainability of the Northwest Territories' healthcare system. The position works with a team of professionals to support the design, implementation, and evaluation of financial process improvement projects, business reviews, fiscal policy initiatives, and other special projects aimed at improving the efficiency of program and service delivery within the healthcare system.

## **SCOPE**

Located in Yellowknife, the Sr. Analyst reports to the Director of System Improvement and Fiscal Reform and supports the government's priority to improve health and social services access by ensuring fiscal sustainability and efficiency in the system. The Sr. Analyst will also provide mentorship to the Evaluation and Performance Specialist, as well as peer support to the Senior Economic and Financial Analyst and Financial Analyst.

As is the case across Canada, the NWT health and social services system is facing challenges that make the system unsustainable within the Government of the Northwest Territories' (GNWT) limited financial resources. These challenges include cost increases associated with an aging population, rising costs of pharmaceuticals and equipment, challenges with recruitment and retention of healthcare professionals, supply chain challenges and an increase in chronic disease. Cost pressures that are unique to the NWT also include the need to transport clients by air to receive services, and the NWT generally has a lower health status when compared to other major population groups.

This position is required to comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include, but are not



limited to, the *Financial Administration Act* (FAA), *Public Sector Act* (PSA), and the *Hospital Insurance and Health and Social Services Administration Act* (HIHSSA).

The Senior Evaluation and Performance Analyst is responsible for leading the development, execution, and assessment of comprehensive evaluation and performance measurement frameworks focused on supporting financial sustainability and operational efficiency within the health and social services system of the NWT. This position designs and implements initiatives aimed at analyzing and improving system-wide financial processes, ensuring alignment with strategic fiscal and policy objectives, and enhancing overall program efficiency and effectiveness.

A key function of this role is conducting in-depth research and analysis of both internal financial processes and external healthcare practices and trends. This includes evaluating current business practices across core health and social service programs to identify strategic solutions that optimize resource allocation and improve service delivery efficiency. The Senior Analyst will also develop business cases and strategic recommendations that target long-term sustainability and responsiveness within the system.

Additionally, the Senior Analyst conducts external research through jurisdictional scans, literature reviews, and best practice analyses. This work is essential to defining the core programs and services within the NWT's health and social services system. By evaluating insights and trends from other jurisdictions, the Senior Analyst develops tailored scenarios that address specific needs in the NWT, identifying opportunities to streamline processes, eliminate redundancies, and enhance sustainable practices. These findings directly inform policy recommendations and fiscal strategies, driving continuous improvement and sustainability across health and social services in the territory.

## **RESPONSIBILITIES**

### **1. Evaluation and Performance Program Development.**

- Lead the development and continuous refinement of a comprehensive evaluation and performance measurement framework focused on the sustainability of the NWT health and social services system.
- Develop, implement, and monitor performance metrics to guide resource allocation and improve service delivery efficiency.
- Advise senior management on best practices for evaluating programs and services to ensure alignment with fiscal sustainability goals.
- Regularly evaluate and monitor the health and social services system outputs and processes to identify areas of improvement in efficiency.
- Provides advice to senior management on the prioritization of evaluation projects.



## **2. Administer sustainably initiatives performance.**

- Work to define the scope and level of core health and social services that should be provided within the NWT, ensuring that these services meet the population's needs while remaining financially sustainable.
- Conduct comparative analysis of the level of core health and social service programming provided in other Canadian jurisdictions to inform decisions on service levels in the NWT.
- Develop performance indicators and benchmarks to measure the efficiency and effectiveness of core services and supports data-driven decision-making for resource allocation.
- Provide recommendations to ensure that core services are delivered consistently and sustainably across the territory.
- Evaluate the needs and data requirements for researching performance of health and social services programs and services.
- Provide data-driven recommendations to optimize health and social services delivery, ensuring alignment with long-term sustainability goals.
- Lead financial process improvement projects, including the design, evaluation, and implementation of strategies aimed at streamlining operations and reducing costs.
- Collect, analyzes and summarizes conclusion based on data collected for the NWT health and social service system.
- Continuously update and refine forecasts as new data becomes available.

## **4. General duties.**

- Prepare briefings, option papers, reports, business cases, and submissions for senior management, (CEOs, Deputy Minister), Department of Finance (FIN), Cabinet Committees, and other Senior Management Committee, on matters related to healthcare sustainability, offering data-driven insights and recommendations.
- Collaborate and communicates with third-party stakeholders, sharing relevant findings and ensuring alignment in healthcare sustainability efforts.
- Consistently uphold and practice principles of diversity, inclusion, cultural awareness, and workplace safety and sensitivity.
- Mentors junior staff through competency-based development by hands-on training and guidance. Presents information and leads training sessions for staff within the Division, as needed.
- Collaborates effectively as a team player, providing support and assistance to colleagues within the Healthcare System Sustainability Unit.
- Collaborates closely with peers and other team members, to share insights and ensure consistent progress toward shared goals.
- Ensures compliance with all relevant GNWT legislation, including the Financial Administration Act (FAA), Public Sector Act (PSA), and the Hospital Insurance and Health and Social Services Administration Act (HIHSSA), among others.



- Monitors and stays updated on policy changes that may impact financial or operational practices within the health and social services system.
- Perform other related duties as assigned.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Expertise in program evaluation and performance measurement.
- Expertise in social science research design including quantitative, qualitative and mixed methods.
- Advanced project planning and management skills.
- Advanced knowledge of the competencies for Canadian Evaluation Practice, including reflective practice, technical practice, situational practice, management practice, and interpersonal practice.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT programs, policies, procedures, and financial, budgetary and administrative systems.
- Knowledge and skills to develop and maintain a model to forecast the DHSS System Sustainability outcomes.
- Ability to critically analyze, interpret and assess information.
- Skills relating to computer-based analysis along with knowledge of quantitative methods including, spreadsheets, word processing and communications in order to complete quantitative analysis.
- Written and verbal communication skills including report writing and drafting correspondence and briefings.
- Organization and time management skills.
- Planning skills and the ability to set priorities.
- Ability to address conflicts and differences of opinion with tact and diplomacy.
- Ability to manage time constraints, deadlines and competing priorities.

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A designation as a Credentialed Evaluator (CE) from the Canadian Evaluation Society OR a bachelor's degree in the social sciences, political science, public administration, or a relevant field of study with a focus on research methods and/or program evaluation, demonstrating training and/or coursework in evaluation.

3 years of progressive work experience in research and analysis; program design; and/or program evaluation.

3 years of progressive writing experience preferably in a government setting which may include: research and evaluation proposals, policy and position papers, communication materials, and briefing documents.

Equivalent combinations of education and experience will be considered.

Having your credentialed evaluator designation with the Canadian Evaluation Society is considered an asset.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
- Level required for this Designated Position is:
- ORAL EXPRESSION AND COMPREHENSION
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- READING COMPREHENSION:
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- WRITING SKILLS:
- Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language:** Select language