



Job Description: Director of Health

POSITION TITLE: Director of Health

DEPARTMENT: Ministry of Health

CLASSIFICATION: MGEX-01

SALARY RANGE: \$102,300.00 to \$122,258.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Chief Operating Officer (COO)

Brief Overview:

Under the direction of the COO, the Director of Health will provide leadership and guidance in the development, planning, and execution of multiple, complex projects distinctly for Métis Citizens in support of and in alignment with the department's strategic plans, Minister's mandate, and overarching vision and mission of the Métis Nation–Saskatchewan (MN–S). The Director of Health will establish and maintain strong partnerships, collaborate, and align across the MN–S, ensure fiscal accountability for the department, oversee effective operations, identify funding needs for project and programs, conducting research and analysis, developing plans and strategies to secure funding, proposal documents development, and ensure programs and projects follow internal financial controls and are in compliance with external funding agreements. This full-time permanent position reports to the COO and is based at the MN–S office in Saskatoon, SK.

Key Responsibilities:

Leadership

- Lead and implement Ministry of Health Strategic Plans, work plans and budgets.
- Provide leadership in all matters relating to the full health continuum.
- Develops and maintains positive and effective relations with stakeholders.
- As a team explore innovative ways to address Métis Nation–Saskatchewan's strategic priorities and improve the lives of Métis citizens.
- Provide regular briefing to the COO and the MN–S Minister of Health
- Build awareness with respect to the MN–S governance structure including the Constitution of Métis Nation–Saskatchewan (MN–S).
- Build programs as an advocate and role model for Métis Cultural enhancement and awareness including but not limited to language, culture, and heritage.
- Recognize, evaluate, and reduce financial, legal, and reputational risks.
- Provide solutions-based recommendations to the executive team on program development and risk management efforts.



- As part of the leadership team, complete performance planning, performance evaluation, and career development opportunities to build a high-functioning team focusing on results within the department.
- Support, motivate and encourage staff and team members to achieve the Department's goals and strategic outcomes and complete work plan objectives.
- Exceptional oral and written communications.
- Other duties and responsibilities as determined by COO.

Stakeholder Relationships:

- Identify opportunities, build partnerships, and retain strong relationships with internal and external stakeholders in alignment with strategic vision and goals.
- Build and manage annual and 5-year budget plans, and complete quarterly variance reporting as per MN–S financial and operational reporting cycles.
- As part of the leadership team, develop clear policies and procedures specific to the department that are in line with the overall MN–S policies.
- Ensure compliance with funding agreements and internal financial policies and practices.
- Ensure clear communication, engagement, and collaborative consultation with the Minister's assigned portfolio.

Operations:

- Develop and recommend innovative approaches in designing programs and projects that are unique to the needs of Métis citizens.
- Ensures organizational needs are met including:
 - a. Establish and recommend short and long-term strategic planning including workplan development, budgeting, variance reporting, and financial and operational reporting.
 - b. Ensures alignment with strategic outcomes and stakeholder needs by researching, collecting, and analyzing complex data from multiple sources obtained through holistic and proactive data collection and ongoing stakeholder engagement initiatives.
 - c. Oversees development of operational plans including ensuring compliance with legal and legislative requirements, ensuring fiscal responsibility is adhered to, and developing policies and procedures as appropriate to support plans.
- Ensures effective, accurate, and timely execution and delivery by guiding, managing, and disciplining the team, providing advice in the area of subject matter expertise, using considerable judgment to bring conclusions and solve problems, and efficiently monitoring and reporting on progress in alignment with expected results and outcomes.
- Identify, research and develop plans and strategies to secure funding needs for projects and programs in the health department, while adhering to MN–S policies and regulations
- Prepare, develop and oversee the development of program funding proposals to secure funding needs for projects and programs.
- Develop, manage and oversee budgets for the Health Department and its programs.
- Oversee financial and outcome reporting for all activities within the Department.



Qualifications and Experience

- Post-secondary bachelors or master's in health administration, and/or administration, or another related discipline
- Minimum 5 years experience in a senior-level position.
- Experience in health preparation and experiences relevant to business development, health, and program design.
- Previous experience in funding proposal writing

Knowledge and skills:

- Advanced skills in Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint.
- Knowledge of Métis culture.
- Strong communication written and oral communications skills.
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities.
- Willingness to work within a team environment and be independent.
- Resiliency in dealing with changing schedules, timelines, and financial priorities.
- Adaptive to environmental or governmental priority shifts.

Additional requirements:

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please submit resume, references, and cover letter to hr@mns.work by 11:59 pm on March 17, 2023.
- Must be fully vaccinated for COVID-19.

Only candidates selected for an interview will be contacted.

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN-S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis.

