

TITLE: MANAGER, INDIGENOUS HEALTH RESEARCH AND WRITING**DEPARTMENT:** OFFICE OF THE PROVINCIAL HEALTH OFFICER**CLASSIFICATION:** RO24**POSITION:** 127466

DIVISION OVERVIEW

The Office of the Provincial Health Officer (OPHO) is committed to reconciliation. The OPHO works in meaningful partnership with Indigenous Peoples (First Nations, Métis, and Inuit) to disrupt colonial structures and advance Indigenous health equity, using distinctions-based approaches to policy and report development. The OPHO also works in partnership with the First Nations Health Authority, Métis Nation BC, and other Indigenous partners to pursue collaborative projects and develop joint reports on Indigenous health, wellness, and determinants of health. The OPHO's Indigenous relationships are grounded in principles of self-determination, respect, reciprocal accountability, cultural safety, cultural humility, and two-eyed seeing.

The Provincial Health Officer (PHO) is the senior public health official for BC and is responsible for monitoring the health of the population of BC and providing independent advice to ministers and public officials on public health issues. The responsibilities of the PHO are outlined in the *Public Health Act* and include recommending actions to improve health and wellness; reporting on progress towards achieving BC's health goals; working with stakeholders in BC (e.g., BC Centre for Disease Control (BCCDC), Medical Health Officers). Importantly, the PHO responsibilities also include upholding commitments to Indigenous data governance and fulfilling agreements with partner organizations for joint Indigenous reporting initiatives.

Within the OPHO, there is a Reports Team, led by a Project Director. With the OPHO Project Director's leadership, the Reports Team is responsible for producing and launching reports for the PHO. Some of the reports produced to date have given a broad overview of the health status of British Columbians, while others have focused on more specific topics including Indigenous health and wellness. The Reports Team also supports other functions within the OPHO, including the drinking water program, corporate functions, responding to public health emergencies, and collaborating with the Population Health Surveillance & Epidemiology team.

JOB OVERVIEW

The Manager, Indigenous Research and Writing works in collaboration with their supervisor (the Project Director) and other members of the Reports Team to support and lead projects or components of projects by conducting and analyzing research, writing evidence-based reports, developing briefing materials, and completing all tasks to support the launch of PHO annual and special reports. The Manager will be focused on Indigenous reporting initiatives and collaborative research/writing projects with Indigenous partner organizations. This includes analyzing current and relevant policies, programs, legislation, and services; conducting evidence and jurisdictional reviews; drafting and reviewing PHO report sections/chapters; coordinating and responding to feedback; copyediting and proofing pre-print publications; offering observations about data trends in charts produced by the Population Health Surveillance & Epidemiology team; and supporting report launch activities as needed.

The position works collaboratively with partner divisions and organizations to consult with subject matter experts and to develop joint reports (e.g., Métis Nation BC, the First Nations Health Authority, BC Association of Aboriginal Friendship Centres, other divisions in the Ministry of Health, other ministries, Child Health BC, BCCDC, health authorities). The Manager, Indigenous Health Research and Writing works with considerable independence in a fast-paced executive office while adhering to high standards of evidenced-based objective population health reporting. The Manager may also be involved in other work to support the functions of the OPHO as needed.

Career Group:

Project Management

Job Family:

Project Management

Job Stream:**Role:**

Senior Management

Revised Date:

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ACCOUNTABILITIES

Accountabilities are not experience requirements. They describe tasks that may be required of this position, ordered from most frequent to least. The Manager, Indigenous Health Research and Writing will receive on-the-job training, support, and continued mentorship to successfully complete these tasks.

- Upholds Indigenous data governance principles in all aspects of their work that relates to Indigenous data, where applicable.
- Demonstrates cultural humility and cultural safety across all aspects of their work.
- Leads development of report outlines and frameworks, identifying key Indigenous health topics and components to advance reporting initiatives, and making recommendations on report content/organization and analytical approach.
- Researches and drafts report content, including sections and sub-sections on a variety of health topics as directed, applying secondary (literature) research methodologies, prioritizing both Indigenous research methods and Indigenous authors, collecting and compiling results, and incorporating them into report content. Includes demographic, health, economic, and other literature and data from a variety of sources, as well as trends in legislation and policy of other provincial, national, and international jurisdictions. Identifies and monitors implications, problems or opportunities and utilizes findings to develop written recommendations on policy direction.
- Interprets data charts to identify key health trends and patterns in BC. This includes balancing objectivity with understanding the experience of Indigenous Peoples; using a strengths-based lens; completing concise, objective and evidence-based, culturally safe writing; and offering related recommendations that respect principles of self-determination.
- Drafts summaries, reports and/or report chapters, presentations, and briefing materials, and presents options and recommendations for the PHO on issues arising from analytical studies, including the impact on Indigenous Peoples.
- Manages research and reporting projects and sub-projects by identifying and leading project work, including developing project management materials (e.g., charters, plans, timelines), developing proposals and business cases, assessing progress, and recommending corrective action during projects.
- Represents the OPHO on ministry, cross-ministry and interagency committees, and assesses the impact of policy and program changes in other areas. Identifies critical and emerging issues and recommends appropriate action. Collaborates with other ministry divisions as needed.
- Coordinates projects to complete report publication, including planning and implementation of communication plans, distribution plans, and public/media launch events.
- Participates in the development of communications with health authorities, ministry divisions, and the Government Communications and Public Engagement division. Researches and provides necessary information to assist in managing critical public issue responses and inquiries.
- Leads/participates in consultative processes with stakeholders and Indigenous rightsholders to examine and negotiate consensus on issues and to obtain feedback on proposed reporting initiatives and content.

JOB REQUIREMENTS

Education and Experience requirements are minimum requirements to be successful in the job competition. We will ask about these experiences in the questionnaire and/or a screening dialogue (phone or videoconference). We are explicitly placing equal value in formal mainstream education as well as lived experience in Indigenous ways of knowing.

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Years listed in this section can be cumulative and do not have to be consecutive or continued years of experience. Experiences listed as “preferred” are only considered if minimum requirements are met.

In recognition of the critical importance to this role of a lived understanding of Indigenous communities, history, values, and ways of knowing, this competition is restricted to self-identified Indigenous applicants (First Nations, Métis, or Inuit).

Education/Experience:

- Bachelor’s degree in a related field*, plus 2 years related experience**; **or**
- A diploma in the related field*, plus 3 years related experience**; **or**
- Certification from a recognized institution in the related field* plus 4 years related experience**;
- 5 years of related experience**; **or**
- An equivalent combination of education and experience may be considered.

***These are examples of the fields of study we consider to be “related fields” and is not an exhaustive list.** Applicants are **not required** to have qualifications in all of these fields: Public Health, Public Administration, Health Administration, Indigenous Studies, Social Sciences, Communication, Political Sciences, others.

****These are examples of the types of experience we consider to be “related experience” and are not an exhaustive list.** Applicants are **not required** to have experience in all of these areas. Related experience can include volunteer experience and experience gained in First Nations, Métis, and Inuit communities:

- Demonstrated Indigenous leadership experience through work, community, or volunteer experience (e.g., representative on a youth council, community governance work, developing health and wellness plans with community, organizing or participating in community gatherings, coordinating cultural events, being a board member for an Indigenous organization).
- Experience in formal or informal cultural learning programs (e.g., spending time with Elders in an Elder’s helper capacity, participating in Tribal Journeys and other Indigenous cultural programs).
- Experience managing projects, project teams, and/or components of projects.
- Experience with research and writing, including writing critical literature reviews, writing evidence-based articles or chapters, and/or preparing written materials based on policy analysis.
- Experience in research, policy and/or programming related to Indigenous health and wellness.
- Experience in composing written materials for senior leaders or executives, including Chiefs, Council members, and other Indigenous leadership.
- Experience in, or successful completion of, BC Government’s Indigenous Youth Internship Program.

Preference may be given to applicants with one or more of the following:

- Experience working with Indigenous communities or organizations.
- Experience in Indigenous research methodologies.

Proviso

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge, Skills and Abilities are not requirements for an application. They describe what is needed to perform the job duties and some of them can be learned on the job through on-the-job training and/or mentorship. We will assess applicants on some of these through written assessments, oral interviews, and reference checks.

Research and Writing

- Strong knowledge and familiarity with the unique and diverse priorities of First Nations, Métis, and Inuit in asserting their health, wellness, and jurisdiction.
- Strong written and oral communication skills with the ability to prepare and provide concise, accurate, and respectful information (including verbal briefs, reports, presentations, and correspondence) to a variety of audiences in different modes (e.g., website, briefing note, report chapter).
- Knowledge of key concepts related to intersectionality, structural and systemic barriers to equity and social inclusion (e.g., white supremacy, colonization, racism, oppression), and their persistent and intergenerational impacts on Indigenous health and wellness.
- Knowledge of Indigenous determinants of health and wellness.
- Knowledge of Indigenous research methodologies, and mainstream research analysis and methodologies, including sex/gender-based analyses.
- Ability to honour the value and relational nature of diverse forms of Indigenous health information and to draw meaning from Indigenous data in a respectful way.
- Ability to synthesize and analyze large amounts of information and data using mainstream methods of analysis, interpretation, and reporting, and to accurately summarize, identify issues/trends (quantitative and qualitative), and generate evidence-based options and/or recommendations.

Project Management

- Knowledge of general project management skills (e.g., resource management, stakeholder engagement, evaluation).
- Knowledge in protection of privacy and intellectual property issues.
- Ability to organize and manage concurrent projects with competing priorities and strict deadlines, demonstrating flexibility.
- Ability to identify emergent issues/trends and provide issues management support, if /as needed.

Working Independently and in a Team-based Setting

- Ability to be self-directed and work independently with minimal supervision.
- Ability to work collaboratively in a diverse, team-based setting among people with a variety of backgrounds and perspectives.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES

The Indigenous relations behavioural competencies help the BC Public Service improve our individual and collective abilities to work effectively with Indigenous Peoples in British Columbia. The 17 competencies were developed from working with Indigenous Peoples in BC for BC Public Service employees who live on the traditional territories of Indigenous Peoples across the province. For more information, please see the interpretative guides here:

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<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies/indigenous-relations/ir-competencies-interpretive-guides>.

Cultural Agility – Cultural agility is the ability to work respectfully, knowledgeably, and effectively with Indigenous Peoples, and the ability to create a sense of safety.* It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous Peoples. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

*While this competency is something we consider important for this position, it fails to acknowledge the responsibility of non-Indigenous peoples to create and maintain a safe working environment for Indigenous colleagues, or the humility needed to practice safe allyship. It is the responsibility of non-Indigenous peoples on this team and across the BC Public Service to recognize the inherent biases we may hold and work towards unlearning old and learning new behaviours while working with our Indigenous colleagues and Indigenous Peoples across BC.

Building a Trust-Based Relationship – requires a fundamental understanding that "relationship" is the foundation from which all activities happen and that building a good relationship takes time and commitment. It is a willingness to build a personal relationship in addition to a professional one, participating in open exchanges of experiences and culture. It requires a genuine, non-controlling approach, and relies upon demonstrated integrity and transparency. Building a trust-based relationship requires a high level of consciousness of the experience of Indigenous people with Crown relations. It assumes that strengths abound in Indigenous people, cultures, and communities.

BEHAVIOURAL COMPETENCIES

Behavioural competencies describe the essential skills and attributes expected of BC Public Service employees. Competencies are used by hiring managers in job interviews to identify, assess and select the most qualified person. For more information on the Behavioural Competencies, please see: <https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/about-competencies/behavioural-competencies>.

Analytical Thinking – the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Results Orientation – concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

Planning, Organizing and Coordinating – involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.

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