



# SANKEWITAHASUWAKON

## First Nations Data Manager

### Job Description

#### **JOB OPPORTUNITY Data Manager, Full-time Hybrid (37.5 hours/week)**

Sankewitahasuwakon is a First Nations collaborative working towards collective governance and the exercise of sovereignty over health. The intent is to have an integrated, First Nations-led health system with better coordinated planning, design, management, and delivery of health programs.

Working within Sankewitahasuwakon's Data Governance Office, the First Nations Data Manager plays a crucial role in ensuring data integrity, accessibility, and compliance with First Nations data sovereignty principles and regulations. This role involves managing data systems, developing and implementing data governance policies, training staff on issues pertaining to data, and collaborating with various stakeholders to ensure data-informed decision-making.

#### **Position Overview**

Reporting to the Executive Director of Sankewitahasuwakon, the Data Manager will be integral in overseeing and implementing the Sankewitahasuwakon Health Data Governance Model and Framework, and the priorities of the health data governance program. This position requires a candidate who is comfortable working independently in an evolving environment, and who is attentive to detail, organized, and skilled in managing multiple projects. The ideal candidate will bring strong knowledge of data, technical skills, discretion, and tact, as well as a problem-solving mindset to make proactive suggestions for systems and operational improvements. They will champion data-informed practices and build data capacity within Sankewitahasuwakon, providing tools and training that support teams to leverage data in their work.

#### **Key Responsibilities**

- Assist the Executive Data Steward in the development, analysis, implementation, and monitoring of the Data Governance Model and Framework, including identifying priorities, raising awareness, bringing internal and external parties together to achieve the vision of the Data Governance Model and Framework.
- Participate in and report to the Health Data Working Group.
- Monitor the implementation of data governance initiatives.
- Ensure that the sharing of data meets applicable laws and standards regarding personal privacy and meets the First Nations' standards, expectations, and interpretation of First Nations' Ownership, Control, Access and Possession of First Nations' data and information.
- Ensure that data management practices support strategic objectives.
- Foster and cultivate the environment and initiatives to increase data literacy and data informed decision-making through education, training, and communities of practice.
- Advise the Data Governance Council on the governance of data, including data proprietorship, and data managed through data sharing agreements and/or through collaborations with partners.
- Advise Sankewitahasuwakon, First Nations leadership, and First Nations Health Directors on health data matters, as required.
- Monitor the implementation of data governance agreements.
- Ensure the data governance framework and program comply with federal and provincial laws and regulations.
- Establish, approve, maintain, and oversee the implementation data policies, standards, and procedures.

- Establish working relationships with Indigenous Services Canada, the New Brunswick Department of Health, Regional Health Authorities, and partners, as necessary.
- Support a regional structure which allows First Nations to collaborate amongst themselves and with partners in New Brunswick to address access to data and to better coordinate such services with First Nations communities to improve their health and well-being.
- Work with the New Brunswick Department of Health and New Brunswick Health Council on behalf of First Nations and Sankewitahasuwakon to examine and supplement health data collection, health status monitoring, and reporting systems to support the development of First Nations-determined indicators of health and wellness.
- Work with the New Brunswick Department of Health and New Brunswick Health Council on behalf of First Nations and Sankewitahasuwakon to integrate First Nations models of wellness into the reporting system to improve health outcomes and wellness for First Nations.
- Enable greater First Nations control over the use, collection, and access to health data relevant for the improvement of health services and to better monitor and report on First Nations health in New Brunswick.
- Provide First Nations health program and policy advice to Canada, the New Brunswick Department of Health, Regional Health Authorities, service providers, agencies, and partners and seek to enhance the First Nations' opportunities to work with relevant government departments, agencies, and partners to improve the health outcomes of First Nations in New Brunswick.
- Enhance the ability to build multi-sectoral partnerships to better address the social determinants affecting the health status of First Nations.
- Mentor First Nations members and communities to build data capacity.
- Other duties, as required.

### **Education and Experience**

- Understanding of Wabanaki worldview, culture, and history.
- Prior experience working with First Nations.
- Degree in Data Management, Information Systems, Computer Science, Statistics, Data Analysis, Data Science, or a related field.
- Minimum of five years of experience in data management, data administration, and/or data analysis, ideally in a non-profit and/or Indigenous organization.
- Strong understanding with the First Nations Principles of OCAP® and Indigenous Data Sovereignty
- Understanding of First Nations health context.
- Proficiency in database management systems, data integration tools, and data governance practices.
- Experience with data analysis tools and visualization platforms (e.g., Tableau, Power BI).
- Strong organizational skills, attention to detail, and ability to work independently while aligning with team direction.
- Problem-solving abilities and adaptability to organizational needs and evolving technologies.
- Excellent communication and collaboration skills with the ability to work across teams.
- Ability to work effectively with diverse stakeholders.
- Strong English written, reading, and speaking proficiency.
- Proficiency in French is an asset.
- Ability to speak Wolastoqey or Mi'gmaq is an asset.
- Criminal records check (vulnerable sector).
- Experience in project management would be preferred.

### **What We Offer**

- Salary: Starting at \$90,000 + Mandatory Employment Related Costs (MERCs)
- Other benefits

Remuneration is commensurate with qualifications and experience.

We encourage all qualified persons to apply; however, preference will be given to individuals with a Indigenous background as per section 42 of the *Human Rights Code*.

**Please send proposals to:** [HUMAN.RESOURCES@WOLASTOQEY.CA](mailto:HUMAN.RESOURCES@WOLASTOQEY.CA) with the Subject Line: "Sankewitahasuwakon Data Manager Position"

**Questions regarding this position can be directed to:** Roxanne Sappier, Executive Director,  
Sankewitahasuwakon [roxannes@sankewitahasuwakon.ca](mailto:roxannes@sankewitahasuwakon.ca)

The deadline for application is Friday, December 12 , 2025.