



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs	Community Planning Advisor	
Position Number	Community	Division/Region
21-10164	Yellowknife	Community Governance/HQ

PURPOSE OF THE POSITION

This position is responsible for two main functions within the Department of Municipal and Community Affairs (MACA). The first is to provide advice and support to the Planning Section of the Community Governance Division. The second function of this position is to be responsible for the development, implementation and oversight of MACA's Occupational Health and Safety Program (OHS).

This position works and carries out its responsibilities in accordance with GNWT acts, regulations, policies and departmental procedures that include such things as the *Community Planning and Development Act*, and the *Safety Act*.

SCOPE

The position is located in Yellowknife and reports to both the Manager of Community Planning, for the planning section issues and the Director of Corporate Services, for the OHS issues. Community Planning issues require working closely with divisional staff to address departmental and Government of the Northwest Territories (GNWT) priorities relating to community based planning and development. OHS functions are dealt with by responding to the departmental OHS Committee and implementing the program through the Directors and Regional Superintendents.

This position has the potential to influence decisions made by the Manager of Community Planning and works with colleagues within and outside the Department. This position is required to coordinate and or collaborate on intra-departmental projects related to OHS.

RESPONSIBILITIES

1. Provide policy and program advice to the department on a wide range of issues associated with community based planning in the NWT. These functions represent the majority of time allotment for this position and is accomplished by:
 - Reviewing, researching and analysing the legislation, policies and programs used to deliver effective community based planning support to the communities;
 - Develop methodologies, opinions and policy positions;
 - Advise management of potential problem areas attributed to the development of new programs of policy and recommend solutions;
 - Conduct research on a variety of topics related to community based planning;
 - Monitor and analyze the political, social, cultural, legislative and economic impacts that new policies and programs may have on the Department, the communities and the public;
 - Participate on interdepartmental project teams and committees as assigned.
2. Plan, develop and implement MACA's Occupational Health and Safety Program and activities. These functions represent approximately a quarter of the time allocated for this position and the activities include:
 - Co-Chair the Departmental Occupational Health and Safety Committee, take action on all issues identified by the Committee and provide recommendations to senior management;
 - Oversee and support the on-going development of department-wide OHS policies, programs, strategies, practices and procedures.
 - Manage OHS employee training for the Department and promote health and safety to all MACA employees;
 - Advise the department of GNWT policy and legislation associated with OHS including the *Safety Act* and *Regulations*, the GNWT *Safety Policy* and the GNWT Risk Management Framework;
 - Ensure all OHS program reporting is satisfied including filling the Departmental Management Practices Questionnaire (MPQ) to the Workers' Safety and Compensation Commission (WSCC).
 - Represent MACA's interests on various interdepartmental advisory committees pertaining to OHS issues including the quarterly meeting for GNWT safety coordinators.
3. Coordinate and undertake special projects, as assigned from time to time.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal and territorial legislation, regulations and policies related to community based planning and development in the Northwest Territories. This will require the knowledge of:
 - The *Community Planning and Development Act and Regulations*;
- Knowledge of federal and territorial legislation, regulations and policies related to occupational health and safety. This will require the knowledge of:
 - The *GNWT Safety Act and Regulations*;
- Ability to communicate effectively with clients in order to gain their compliance with required safety procedures and to minimize conflict.
- Well-developed oral and written communication skills are required.
- Knowledge and use of Microsoft Outlook, Microsoft Works, DIIMS, Power Point and Microsoft Excel is required.

Typically, the above qualifications would be attained by:

The knowledge, skills and abilities would normally be acquired through a university degree in a related field such as community planning or geography, plus three years of experience in policy and program analysis.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

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