



## IDENTIFICATION

| Department      | Position Title           |                                     |
|-----------------|--------------------------|-------------------------------------|
| Justice         | Community Safety Analyst |                                     |
| Position Number | Community                | Division/Region                     |
| 82-15462        | Yellowknife              | Community Justice and Policing / HQ |

## PURPOSE OF THE POSITION

The Community Safety Analyst will coordinate efforts with federal, provincial and territorial partners to support community-level prevention, intervention and enforcement related to illegal trafficking of firearms and drugs, and other gang-related activity. The Community Safety Analyst will develop information sharing agreements and lead the research, development, analysis and implementation of crime prevention programs and initiatives that are designed in collaboration with Federal, Provincial and Territorial partners that will assist in tracking and disrupting organized criminal organizations and violent crime in the Northwest Territories.

## SCOPE

Located in Yellowknife, this position reports to the Manager of Community Programs, in the Community Justice and Policing Division. The Community Safety Analyst will seek to improve public safety, crime prevention and the reduction of issues related to illegal trafficking of firearms and drugs.

The Community Justice and Policing Division provides support to communities to develop and implement sustainable local justice programming in the areas of restorative justice, victim services, community policing and crime prevention. This includes the diversion program where communities assist youth and adults to deal with matters outside the formal justice system. Support is also provided to communities to enhance crime prevention activity at the local level.

The Community Safety Analyst leads the research, development, analysis and implementation of crime reduction programs and projects, with a particular focus on firearm and organized crime. The Community Safety Analyst is the primary liaison with partner agencies involved in the prevention and response to firearm, organized crime, and related activities in the NWT.

The Community Safety Analyst will develop and implement strategies to improve communication among policing and corrections services by developing information sharing documents (MOU), participating in national and local working groups, directing research of legislation and policy options, and drafting reports and action plans.

The Community Safety Analyst will work with federal, provincial, territorial, and community partners in identifying and implementing training for stakeholders in order to better identify members of organized crime and their associates, as well as working to identify and implement community-based interventions and initiatives based on targeted NWT strategies to address gun and gang activities. The Analyst will have specialist knowledge in one or more of the following areas: crime, community safety and crime and disorder reduction, offender management, gangs, youth offending, drugs and alcohol, anti-social behaviour and environment.

The position works within a legislative and policy framework and carries out its responsibilities in accordance with federal and territorial acts, regulations, and GNWT policies and procedures, including:

*NWT Victims of Crime Act*

*Youth Criminal Justice Act*

*Youth Justice Act*

*Royal Canadian Mounted Police Act*

*Criminal Code of Canada*

*Territorial Police Services Agreement*

*Access to Information and Privacy Act*

*Federal Freedom of Information Act*

Various federal and territorial cannabis-related acts and regulations

## **RESPONSIBILITIES**

### **1. Project development, implementation, and evaluation**

- Manages the development of new and on-going crime reduction and community safety initiatives.
- Assist communities in the development of proposals to access federal, territorial, and other funding opportunities
- Researches, designs, and develops pilot projects and programs with community organizations, informed by current evidence and best practices
- Coordinates the evaluation of policing and crime prevention programs or initiatives aimed at organized crime, develops evaluation framework, logic models, and a process for data collection.
- Manages assigned budgets, schedules and facilitates meetings, and outlines key steps, milestones, and decision points required through to project completion.
- Leads, coordinates or participates on project teams of departmental, inter-departmental staff, or multi-agency to identify and analyze issues and develop recommendations for coordinated plans.

## **2. Analysis**

- Analyze emerging community safety issues and trends and recommend ways and means of enhancing service delivery to internal and external senior officials.
- Conducts and facilitates research and analysis projects by defining terms of reference; planning activities; consulting with stakeholders and assessing input and concerns; conducting feasibility, cost/benefit and impact analyses; preparing reports; and obtaining stakeholder feedback.

## **3. Provide technical advice and guidance and acts as departmental expert on firearm and organized crime**

- Represents the NWT and the Department on local, territorial, and national working groups and committees
- Coordinates and chairs an NWT working group focused on disrupting criminal organizations, and ensures on going timely communication between partner agencies.
- Carry out the development and maintenance of an NWT strategy to address gun and gang violence.
- Makes recommendations on program revision or redirection. Conducts and/or coordinates the analysis and development of policy and programs.
- Development of NWT strategy to address gun and gang violence, including the engagement of stakeholders and the strategic use of consultant and academic services.
- Develop and implement training for front line corrections in order to better identify and track criminal organizations and associates. Research and analysis of best practices related to appropriate training.

## **4. Stakeholder partnerships**

- Builds and maintains collaborative working relationships between the Department of Justice and partners aimed at effective information sharing and program delivery including police, community, prosecution, and corrections organizations.
- Liaise with Indigenous organizations and community governments to assess needs, prioritize community concerns, and assist in proposal development and evidence-based intervention.
- Develop and maintain formal and informal partnerships with stakeholders in the public, private, and non-profit sectors.
- Liaises with staff and stakeholders to pursue research partnerships; and to obtain advice and/or collaborate on recommendations regarding operational issues, implementation supports and program and enforcement strategies.
- Assist in the development and implementation of strategies to effectively share information with various federal, territorial, provincial and community partners.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual conditions

### **Sensory Demands**

High level of focus, concentration, observation (audible and inaudible), analysis, and communication is required for extended periods of time.

### **Mental Demands**

There will be a frequency of unpleasant personal contacts and consideration of unpleasant subject matter. Subject matter could also be emotionally disturbing on occasion. Travel to correctional facilities is required, 4-6 times per year, up to 3 days at a time.

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

- The Community Safety Analyst will be the divisions lead on organized crime, related to illicit trafficking of firearms and drugs, with proven experience and training in the field of law enforcement and corrections.
- A sound knowledge of acts, regulations and policies related to the criminal justice system.
- Knowledge of northern institutions, corporations, government systems and communities, as well as the ability to interact with Federal and GNWT departments, Indigenous organizations, community organizations and the various business communities.
- Effective oral and written communication skills, including presentations.
- Strong analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- Proven computer skills, particularly in research, collection of statistical information, file management and word processing.
- Exercise considerable autonomy and discretion while making difficult decisions.
- Strong interpersonal skills; Ability to use tact, persuasion, diplomacy and flexibility.
- The ability to work cooperatively with others, whether as a member of a team or as an individual.
- Knowledge and understanding of the NWT justice system.
- Ability to adapt quickly to change priorities, and work in a fast-paced environment.

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

The completion of a degree in a social science field (criminology, sociology, social work, or public safety) and 5 years practical experience in the justice system, or an equivalent combination of education and experience.

### **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

☐ Required

☐ Preferred