

## IDENTIFICATION

Department	Position Title	
Housing NWT	Policy Analyst	
Position Number	Community	Division/Region
93-11379	Yellowknife	Policy and Planning/HQ

## PURPOSE OF THE POSITION

The Policy Analyst assists with the development and interpretation of new and existing Housing NWT policies, legislation, and associated instruments. When developing or enhancing policies or legislation, the Policy Analyst is responsible for completing research, engagements with Indigenous governments and stakeholder groups, and advising the Manager for Policy, Legislation, Housing NWT's senior management, and the Local Housing Organizations. The Policy Analyst also represents and explains the position of Housing NWT and the Government of the Northwest Territories (GNWT) at inter-departmental and inter-governmental meetings that pertain to Housing NWT's legislation to Housing NWT's interests.

As it relates to Housing NWT's mandate, the incumbent also provides analysis and broad policy and strategic support on national policies and initiatives, and GNWT priorities, strategies, and initiatives; and provides support to a range of Federal/Provincial/Territorial (FPT) working groups.

Further, the Policy Analyst supports strategic and business planning, qualitative and quantitative research, and program evaluation through the development of policy and decision instruments for Housing NWT programs and services.

This position works within a legislative and corporate policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and Housing NWT procedures and agreements that include but are not limited to the *Northwest Territories Housing Corporation Act*, the *Societies Act*, the *Residential Tenancies Act*, Agreements with Canada Housing and Mortgage Corporation, Partnership Agreements with Local Housing Organizations, *Access to Information and Protection of Privacy (Act)*, various land, resources and self-government agreements.

## **SCOPE**

This position is in the Policy and Planning Division of the Executive Office at Housing NWT's headquarters in Yellowknife. The incumbent reports to Manager, Policy and Legislation and the duties of the position have an impact on the Minister Responsible for Housing NWT, GNWT departments, Local Housing Organizations, community governments, Indigenous organizations, and individual clients of Housing NWT.

The responsibilities of this position have an impact on all the Housing NWTs divisions and District Offices, Government of the Northwest Territories (GNWT) and Federal Departments and Agencies, Local Housing Organizations (LHOs), community governments, Indigenous organizations, financial institutions, homeownership clients and public housing tenants. The Housing NWT provides homeownership assistance opportunities in all communities and operates approximately 2,900 public and affordable housing units.

The Policy Analyst plays a key role in assisting policy development within Housing NWT. This includes working staff in other Housing NWT divisions and staff in other GNWT departments. This work may also involve working with the incumbent's counterparts in other provinces and territories. The Policy Analyst also supports the Minister's Office and Cabinet by drafting briefing notes, preparing session briefing material, and contributing to the development of Cabinet submissions. This work is often needed under very tight deadlines. Additionally, the Policy Analyst tracks Housing NWT commitments made as part of the Mandate of the Legislative Assembly, commitments made in bilateral meetings with Indigenous governments, and other commitments as appropriate. The incumbent is responsible for ensuring timely and accurate feedback is provided on Housing NWT commitments.

The Policy Analyst provides intergovernmental support for Housing NWT on federal-provincial-territorial, provincial-territorial, and Indigenous government files. The incumbent prepares written briefing material to support these meetings and sits on various working groups as required by the Federal-Provincial-Territorial and Provincial-Territorial Housing Forums. The Policy Analyst is expected to provide informed and tactful dialogue at these working groups while supporting senior staff to do the same in other forums.

There is the requirement for a high level of detail in the development of work and the demand for services rendered by this position, and the incumbent experiences tight deadlines combined with competing priorities particularly during sessions of the Legislative Assembly.

The work must be of the utmost level of accuracy and organization and requires a high level of concentration and attention to detail. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Interest based resolutions / answers are necessary as the incumbent interacts with senior staff and staff in various authorities and divisions who may have divergent perspectives and demands. Decisions often have long range impacts on Housing NWT.

## **RESPONSIBILITIES**

### **1. Develop legislative and policy proposals that are consistent with existing legislation and Housing NWT's strategic direction.**

- Determine key conceptual issues; i.e., potential impact on clients, Local Housing Organizations, District Offices, and financial resources.
- Develop plans to research legislation and a wide range of types of policies.
- Evaluate existing policies and legislation to develop options and recommendations for legislative action.
- Conduct basic analysis of the financial implications of policies and legislation.
- Engage with program divisions, District Offices, Local Housing Organizations, GNWT departments, Indigenous governments, professional associations, provincial and territorial governments, Indigenous governments, and other stakeholders regarding policy and legislative proposals, including analyzing the results of engagement and consultation.
- Research, review, and compile information from a variety of sources, including other GNWT Departments, agencies, non-government organizations, and other jurisdictions.
- Evaluate the quality and reliability of research resources.
- Prepare documents used in the legislative process, including draft legislation, drafting instructions, legislative proposals, and public engagement documents, options papers, and briefing notes, in line with standards and policy direction and recommending revisions as required.
- Meet with legal and legislative counsel to ensure draft legislation accurately reflects the intent of the proposed legislation and policy goals of Housing NWT.
- Assist with the development of governing instruments for Local Housing Organizations.
- Prepare presentations and briefing materials required on policy, Legislative Assembly mandate and legislative projects.

### **2. Develop policy and decisions instruments that support corporate direction.**

- Develop policy and decision instruments including briefing notes, decision papers, option and discussion papers to support corporate direction.
- Prepare draft policy amendments and new policies for review and consideration by Senior Management.
- Prepare Ministerial briefings, Cabinet and Financial Management Board (FMB) submissions, and ministerial correspondence on matters relevant to the Department mandate.
- Monitor political, social, economic and demographic developments affecting housing in the Northwest Territories.
- Review, evaluate and amend existing policies, programs and legislation.

- Analyze pertinent documents such as research reports, studies, GNWT Mandate, Legislative Assembly proceedings, and correspondence.
  - Solicit and incorporate District and Headquarters input into housing policy and legislation.
  - Facilitate policy development and implementation across GNWT departments to ensure consistency of interpretation.
- 3. Support activities of the Minister Responsible for Housing NWT through the development of policy materials, corporate advice and research.**
- Assist in the development of policy materials including Executive Council submissions, Financial Management Board submissions, briefing materials for Session, briefings for Minister's community tours and Federal-Provincial-Territorial meetings.
  - Research cross-jurisdictional policies and programs for relevance to NWT context. This research may include being required to contact representatives of other Provincial or Territorial governments through channels designated by the Provincial-Territorial Housing Forum.
- 4. Provide policy support, analysis, advice, representation in the areas of Access to Information and the Protection of Privacy (ATIPP), relations with Indigenous governments and organizations, legal referrals, intergovernmental relations, interdepartmental working groups, French language and Indigenous language service provision and partnerships with housing stakeholders.**
- Support the processing, review, and response development of ATIPP applications.
  - Work with Indigenous governments and organizations to support their housing aspirations.
  - Coordinate and draft legal referrals on behalf of Housing NWT to the Department of Justice's Legal Services Division.
  - Support the coordination of housing policy in conjunction with Local Housing Organizations, all sections of Housing NWT and GNWT social envelope departments.
  - Liaise with federal-provincial-territorial senior officials for the development of national housing policies and frameworks.
  - Ensure that the Housing NWT is adequately providing services in French and Indigenous languages where appropriate.
  - Engage with housing stakeholders on initiatives that advance the development of homelessness solutions, social and affordable housing programs.
- 5. Evaluate Housing NWT and GNWT policies and programs to determine their effectiveness in meeting legislative requirements and mandate of the Legislative Assembly.**
- Review Housing NWT and GNWT policy proposals, programs, and activities for compliance with departmental legislation and mandate of the Legislative Assembly.

- Identify potential legal implications of various initiatives that fall within Housing NWT's mandate.
  - Recommend policy approaches that would remain consistent with existing legislation or advise on legislative changes required to allow for specific policy approaches.
- 6. Represent Housing NWT at intergovernmental and interdepartmental meetings related to policy and legislation initiatives.**
- Make recommendations on Housing NWT positions for internal consideration.
  - Present and explain Housing NWT position externally, such as at FPT tables.
  - Report on discussions and make recommendations for further action.
  - Facilitate Housing NWT contributions for the development of nation-wide initiatives that support modernized legislative and policy frameworks.
  - Monitor commitments made at relevant FPT tables.
  - Review and/or develop interdepartmental/governmental protocols and agreements.
  - Maintain constant and effective communication with colleagues across the GNWT and all other jurisdictions.
- 7. Provide general policy support to the Division, Senior Management and Minister's Office as required.**
- Prepare briefing notes, Legislative Assembly session materials, and responses to correspondence.
  - Interpret existing policy and legislation.
  - Assists in the preparation, assembly, and distribution of documents developed by the division.
  - Participate in project teams and committees as assigned.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual conditions

### **Sensory Demands**

No unusual demands

### **Mental Demands**

No unusual demands

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to acquire and apply knowledge of current events, political factors, and issues of the day affecting the NWT.
- Knowledge of policy development and analysis, government operation of all levels and organizational design and structure.
- Knowledge, and/or the ability to acquire knowledge of northern institutions, government systems and administration, and ability to interact with other government departments, Indigenous governments and communities.
- Organizational and time management skills.
- Conceptual, oral, and written communication skills.
- Knowledge of research and analysis methodologies.
- Ability to work effectively in a diverse culture, institutional and geographical context.
- Ability to liaise with internal/external groups and other government agencies.
- Ability to work independently and as part of a team in a time sensitive environment.
- Ability to professionally manage meetings, telephone conversations, and electronic correspondence.
- Ability to acquire and apply understanding of the impacts of colonization, institutional and structural racism and biases have had on society and the Indigenous population.
- Strategic thinking ability.
- Ability to manage complex issues of a sensitive and confidential nature.
- Ability to adapt communication styles to multiple cultural environments.
- Ability to consider diverse literacy levels across the general population when developing documents and resources.
- Ability to be self-directed, display initiative, and be creative.
- Computer skills and the ability to work with a wide range of computer applications, including word processing, relational database, spreadsheet and presentation software.
- Ability to exercise tact and diplomacy in dealing with sensitive issues and negotiating positions across jurisdictions.
- Ability to commit to upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

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

An undergraduate degree in Policial or Social Sciences; and two (2) years of experience in policy development, communications, and/or evaluation.

Equivalent combinations of education and experience will be considered.



**ADDITIONAL REQUIREMENTS****Position Security**

- ☒ 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