

IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Manager, Community Housing Planning	
Position Number	Community	Division/Region
93-15102	Yellowknife	Policy and Planning/ HQ

PURPOSE OF THE POSITION

The Manager, Community Housing Planning manages and coordinates the development of community housing plans across the Northwest Territories. The position provides project management and facilitation services to support Indigenous and community governments in the creation of housing plans, as well as in the ongoing updating of plans as communities' needs evolve. The Manager also provides functional supervision to District Directors and District Staff in all matters related to the implementation of the Community Housing Plan project.

SCOPE

Located in Yellowknife the Manager, Community Housing Planning (Manager) reports to the Director, Policy and Planning (Director) and performs work that informs internal operations including program evaluation and capital planning, a corporate budget of up to \$120M. This work also impacts the operations of territorial, federal, community and Indigenous governments, private business and non-governmental organizations (NGOs). The Manager oversees a Community Housing Planning team of staff to support the project and collaborates with subject matter experts in other Northwest Territories Housing Corporation (NWT HC) divisions such as Lands, Capital Planning, and Programs and Infrastructure.

Community Housing Planning involves coordination with community agencies and all orders of government to develop cross-government and inter-governmental initiatives in order to advance community housing priorities. The Manager leads the design, planning, management and evaluation the housing planning process. At times the Manager will be required to act as project leader or contract manager for housing and homelessness projects; this involves

seeking out new contracts, providing advice and direction to consultants or other professional staff and working in partnership with diverse community groups.

The Manager provides expert advice in the areas of housing program delivery to the Northwest Territories Housing Corporation (NWT HC) senior management team, minister responsible for housing and homelessness, nongovernment organizations (NGO's), and indigenous governments in their desire to assume more responsibility in housing governance advances.

The Manager, Community Housing Planning is the lead representative of the NWT Housing Corporation on Community Housing Plans and is required to directly engage with senior Indigenous government leadership including Chiefs and Councils, and presidents, chairs and boards of Indigenous governments and organizations.

The duties of the position are carried out within a framework of GNWT Acts, regulations, guidelines, policies and standards, in order to provide the Corporation with policies and legislation that support its mandate and are consistent with GNWT priorities.

RESPONSIBILITIES

1. Coordinates and facilitates the development of community housing plans by working with community agencies and all orders of government in housing planning activities.

- Liaises with all levels of government: community, territorial, federal and Indigenous as well as community housing stakeholders and agencies to gather feedback towards the development of community-specific housing plans.
- Establishes a reporting relationship with District Directors, including regular communication and reporting during and after the development of community housing plan in each district.
- Researches and evaluates issues relevant to housing and homelessness policies and programming, including information on specific demographics and socio-economic trends and housing needs and demand.
- Leads the development and maintenance of relevant databases and other resources.
- Leads NWT HC subject matter experts in organizing and delivering housing forums in communities to facilitate the collection of community feedback.
- Provides project management and research for a wide variety of projects, including monitoring and tracking progress of housing and homelessness projects.
- Hosts meetings with community leaders and stakeholders to develop, refine, and revise their community housing plans.
- Leads the development and implementation of program evaluation and monitoring for the community housing plans project, including performance evaluation criteria and evaluation tools.

2. Oversees the Community Housing Planning Team by supervising staff and allocating resources for the community housing plans project.

- Sets overall objectives for the Community Planning Team and monitors the completion of housing plans.
 - Provides human resource management including supervising activities, recruitment and management of staff performance.
 - Manages financial resources for the community housing plans project, including budgetary submissions and monitoring activities.
- 3. Manages housing and homelessness projects using accepted project management techniques and department, service and project guidelines to achieve desired outcomes and goals.**
- Takes a lead role, with minimal supervision, in carrying out major projects. This includes the review, evaluation, interpretation and/or implementation of strategies on homelessness and programs within the framework of business plan objectives.
 - Establishes project Terms of Reference to accomplish expected outcomes as well as project goals and objectives consistent with the Terms of Reference.
 - Plans, designs, and schedules work to meet requirements of internal and external stakeholders, department management, and the business plan.
 - Identifies and evaluates complex and sensitive issues that impact the homelessness work, municipalities, community-based organizations, and other government departments including GNWT Envelope departments and interest groups.
 - Provides recommendations for implementation to address the key strategic priorities.
 - Prepares reports, policy recommendations, and briefing materials intended for senior department officials.
 - Manages research contracts, providing information and feedback to consultants.
- 4. Develops policy and decision instruments that support corporate direction.**
- Develops policy and decision instruments including briefing notes, decision papers and reports to support corporate direction.
 - Prepares draft policy amendments and new policies for review and consideration by senior management.
 - Monitors political, social, economic and demographic developments affecting housing and homelessness in the Northwest Territories.
 - Reviews, evaluates and amends existing policies, programs and legislation.
 - Analyzes pertinent documents such as research reports, studies, GNWT Mandate, Legislative Assembly proceedings, and correspondence.
 - Solicits and incorporates community, district and headquarter input into housing policy and legislation.
 - Facilitates policy development that is consistent and coordinated with other GNWT homelessness actions.
- 5. Reviews existing housing programs to determine their efficiency and effectiveness in meeting corporate mandate and priorities.**
- Supports the coordination and steering of evaluations conducted by consultants.
 - Monitors client and community reaction to current housing programs.
 - Recommends program policies, regulations and procedures for evaluation.

- Develops terms of reference for evaluation.
 - Analyzes and evaluates relevant data, surveys and interviews, and conduct cost benefit and cost-effective analyses as necessary.
- 6. Supports activities of the Minister Responsible for the NWT HC through the development of policy materials, corporate advice and research Next major responsibility.**
- Develops policy materials including Executive Council submissions, Financial Management Board (FMB) submissions, briefing materials for Session, briefings for Minister's community tours and Federal-Provincial-Territorial meetings
 - Researches cross-jurisdictional policies and programs for relevance to NWT context.
 - Develops speaking points, media lines and other communication messaging.
- 7. Coordinates the development of housing research projects and related socio-economic studies in order to support the development of new programs or changes to existing programs.**
- Identifies research needs.
 - Establishes terms of reference for research projects.
 - Identifies appropriate research methodologies and strategies for data gathering.
 - Conducts housing and socio-economic research including jurisdictional reviews and present the findings to senior management.

WORKING CONDITIONS

Physical Demands

No unusual demands

Environmental Conditions

No unusual demands

Sensory Demands

No unusual demands

Mental Demands

Travel within the NWT, including small rural and remote communities, is required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of policy development and analysis, government operations and organizational design and structure of all levels, and project design and management.
- Knowledge of northern institutions, government systems and administration.
- Ability to coordinate and collaborate with other government departments, Indigenous organizations and communities.

- Ability to conduct research, data manipulation and analysis, including cognitive analytical problem-solving skills and the ability to synthesize complex information.
- Capacity to manage, collect, interpret and report on a wide range of information and apply it with the unique socio-economic and political environments of the NWT and in accordance regulations, acts and legislation.
- Skills in completing synthesis of mixed methods data and producing technical and summary reports.
- Organizational and time management skills, including working with multiple stakeholders to organize and coordinate travel, community events and leadership presentations.
- Oral and written communication skills including senior managers, technical staff, indigenous community members with English as a second language and other employees; ability to dissect and communicate monitoring and evaluation findings effectively and in ways that are meaningful to the audience.
- Technological expertise and proficiency in the use of multiple computer and web-based programs, including statistical software, mapping software, and Microsoft Office.
- Ability to work in significant independence and within team environment.
- Ability to work collaboratively and engage with multiple stakeholders and to work in cross cultural environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to report regularly on research findings in concise clear and engaging ways, in cross cultural environment.
- Ability to use multimedia technologies for presentations.
- Ability to provide training, mentoring and support to other stakeholders and community members to build capacity in areas of performance measurement and program evaluation.
- Ability to work under time constraints that may include unanticipated tasks requiring short turn around.
- Ability to lead and provide evidence based rationale for decision - making.

Typically, the above qualifications would be attained by:

A master's degree in planning or a related social science field, with a focus on housing research, augmented with a minimum of five (5) years of work experience in community planning, social science research, project management, and performance measurement and a minimum of two (2) years of work experience involving supervisory activities.

Front line work experience within the social service sector is an asset.

ADDITIONAL REQUIREMENTS

Membership with the Canadian Institute of Planners is an asset.

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