



## IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Intern, Community Housing Planner	
Position Number(s)	Community	Division/Region(s)
93-15763	Yellowknife	Policy and Planning/HQ

## PURPOSE OF THE POSITION

The Intern, Community Housing Planner provides assistance for the development of community housing plans, collaborating with subject matter experts in other NWTHC areas such as Lands, Capital Planning, Programs and Infrastructure, and provides 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 position helps to coordinate cross-government and inter-governmental initiatives in order to advance community initiatives.

## SCOPE

This position is located in Yellowknife, and reports to the Manager of Homelessness and Community Planning. The work of this position impacts the operations of community and Indigenous governments and non-governmental organizations.

Community support involves facilitation of homelessness program planning by community agencies and all orders of government. The Intern, Community Housing Planner may provide support to design, plan, manage and evaluate major housing and homelessness projects, and help to coordinate cross-government and inter-governmental initiatives in order to advance community initiatives.

The position accomplishes its objectives 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. Support the coordination and facilitation of the development of community housing plans by supporting 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.
  - Assist NWTHC subject matter experts in organizing and delivering housing forums in communities to facilitate the collection of community housing feedback.
  - Prepare materials for and participate in meetings with community leaders and stakeholders to develop, refine, and revise their community housing plans.
- 2. Assist in the implementation of housing and homelessness projects using accepted project management techniques and department, service and project guidelines to achieve desired outcomes and goals.**
  - Takes a project support role with supervision, in helping to carry out the implementation of major projects. This includes the review, evaluation, interpretation and/or implementation of strategies on homelessness and programs within the framework of business plan objectives.
  - Drafts project Terms of Reference to accomplish expected outcomes as well as project goals and objectives consistent with the Terms of Reference.
  - Helps to plan, design and schedule work to meet requirements of internal and external stakeholders, department management, and the business plan.
  - Provides recommendations for implementation to address the key strategic priorities.
  - Prepares reports, recommendations, and briefing materials, and makes presentations to management and/or external stakeholders for information and/or decisions.
  - Implements or coordinates the implementation of approved policy and programs as required.
  - Presents policy or recommendations to senior department officials.
  - Supports the management of research contracts, providing information and feedback to consultants.
- 3. 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.
  - 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.

- Support the development of homelessness policy that is consistent and coordinated with other GNWT homelessness actions.

**4. Evaluate existing housing programs, to determine their efficiency and effectiveness in meeting corporate mandate and priorities.**

- Support the coordination and steering of evaluations conducted by consultants.
- Monitor client and community reaction to current housing programs.
- Recommend program policies, regulations and procedures for evaluation.
- Develop terms of reference for evaluation.
- Analyze and evaluate relevant data, surveys and interviews, and conduct cost benefit and cost effective analyses as necessary.

**5. Support activities of the Minister Responsible for the NWTHC 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.
- Assist in the development of speaking points, media lines and other communication messaging.

**6. Co-ordinate 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.**

- Identify research needs.
- Develop draft terms of reference for research projects.
- Identify appropriate research methodologies and strategies for data gathering.
- Conduct and analyze 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 conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

Some travel may be required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Technical knowledge of policy development and analysis, government operation of all levels and organizational design and structure.
- Knowledge of northern institutions, government systems and administration.
- Ability to interact with other government departments, native organizations and communities.
- Ability to conduct research, data manipulation and analysis.
- Strong organizational, project management, writing and editorial skills.
- Working knowledge in computer software application using software such as Microsoft Word, Microsoft Excel, PowerPoint and Microsoft Outlook.
- Ability to commit to actively 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:**

This level of knowledge is normally acquired through a Bachelor Degree in political or social science, or in a related field.

Equivalent combinations of education and experience will be considered.

## **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