



IDENTIFICATION

Department	Position Title	
Northwest Territories Housing Corporation	Community Relations Advisor	
Position Number(s)	Community	Division/Region(s)
93-16066	Yellowknife	PDO/HQ

PURPOSE OF THE POSITION

The position operates as a liaison between the federal government and community organizations looking to apply for the National Housing Co-Investment Fund. The National Housing Co-Investment Fund (NHCIF) supports the new construction or revitalization of affordable housing. This may include social housing, affordable market rentals and shelters.

The following projects would be considered for funding:

- community and affordable housing
- urban indigenous community housing
- mixed use market / affordable rental
- new construction and/or conversion from a non-residential use to affordable multi-residential shelters
- transitional and supportive housing

SCOPE

This position is located in the Programs and District Operations (PDO) Branch within the NWT HC's headquarters in Yellowknife and reports directly to the Vice President of Programs and District Operations. The duties of the position have an impact on all the NWT HC's divisions and District Offices, GNWT and federal departments and agencies, Local Housing Organizations (LHOs), community governments, and Indigenous governments.

The Community Relations Advisor is involved in the final reviews of complex submissions, policy papers, legislative proposals, issue summaries, reports, correspondence and other information related to the investment of housing in communities. These reviews involve

identifying and assessing any financial and political implications or priorities, determining areas of overlap, contradiction or lack of internal consistency and coordination, and developing solutions for the President, Vice President of Programs and District Operations or appropriate senior manager.

The Community Relations Advisor will synthesize research and direction developed through community housing plans, housing needs survey, demographic analysis, and other relevant housing material to inform their discussion with community leaders and investors.

The magnitude of the budget impacted by this position is in excess of \$80 million, which represents the overall project value of projects that could be created under the National Housing Co-Investment Fund.

RESPONSIBILITIES

1. Liaise with representatives from the Canada Mortgage and Housing Corporation (CMHC) and other federal officials

- Coordinate outreach, promotions and marketing with CMHC
- Research and analyze components of the NHCIF
- Identify and research any federal funding areas that may be related to the development and support of affordable housing.

2. Meet and present to community leaders and other community housing stakeholders.

- Develop strategic presentations regarding the NHCIF
- Engage with Indigenous leaders, consistent with GNWT protocol, with the goal of supporting Indigenous governments in their housing aspirations.
- Provide financial perspectives on sustainability of projects including operations and maintenance.
- Highlight and support the need for upfront land planning for the development of housing in communities.

3. Work with stakeholders that want to access the National Housing Co-investment fund.

- The position will engage in collaborative outreach with CMHC to smaller communities to raise interest in the NHCIF.
- Gather critical information in order to provide expert advice and consultative services on all issues related to the NHCIF.
- Ensure projects meet minimum requirements for partnerships, financial viability, affordability, energy efficiency and accessibility
- Consult with relevant stakeholders including: NWTHC field staff; Local Housing Organizations; Indigenous governments; community governments, and the Canada Mortgage and Housing Corporation on development approaches to programming.

4. Provide strategic analysis and advice to the President & CEO on major policy, program and operational issues related to the NHCIF.

- Gather critical information in order to provide expert advice and consultative services on all issues related to departmental programs and conducting research in support of NHCIF projects.
- Evaluating decision papers, policy proposals, and ministerial briefing materials.
- Coordinate the development of any required FMB Submissions with the Vice-President of Finance and Infrastructure Services related to the NHCIF.
- Provide strategic advice on the NHCIF to the SMC on major current, new and emerging programs, operations and issues and develop critical positions and approaches.
- Analyzing and situating issues being addressed by SMC assessing what more could be needed or would contribute to the advancement of the issue.
- Liaising and consulting with SMC members, Ministerial staff and senior staff from other departments to obtain information, to seek advice and to initiate action on a wide range of subjects, but specifically NHCIF projects.

5. Providing support necessary to coordinate the NWTHC's internal review of National Co-Investment Fund applications, prepare necessary briefing and submissions materials and ensure accountability requirements are met

- Supporting the review, analysis, coordination and acceptability of briefing material, notes, background material, speeches, Ministerial correspondence, submissions, and other information submitted from all areas of the department.
- Coordinate inputs from subject matter experts within the Corporation on fiscal, policy and program matters to help inform the NWTHC's evaluation of Co-investment Fund applications and business cases.
- Work with the Vice-President of Finance and Infrastructure Services to ensure that the NWTHC's financial contributions towards Co-Investment Fund projects are aligned to available NWTHC capital plan and O&M resources.
- Ensure all funding agreements for NWTHC contributions towards Co-Investment Fund projects are in full compliance with NWTHC policies and procedures.
- Provide regular reporting on the status of NWT Co-Investment Fund applications to inform the NWTHC's planning requirements.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent may experience high level of mental stress due to the requirement for a high level of detail in the development work produced and the continuous high level of demand for services rendered by this position. The incumbent is exposed to tight deadlines combined with a heavy workload that involves competing priorities and demands. Mental stress increases during Ministerial community visits, prior to, and during sessions of the Legislative Assembly.

The incumbent is away from home up to 30% - 40% of the time due to travel required to provide staff/community training and monitoring and evaluation. Some travel in small aircraft, but the majority of travel will be in larger aircrafts to the larger centers along with winter road travel.

KNOWLEDGE, SKILLS AND ABILITIES

- The responsibilities of the position require specialized technical knowledge in research, interpreting, analyzing, planning and organizing data/information, financial management, policy and program development, monitoring and evaluations.
- Specialized technical knowledge in adult education, including workshop facilitation, curriculum development (including plain language documents), communication/public speaking and counseling.
- Excellent communication and consultation skills, both orally and written, in order to communicate effectively in meetings and through presentations in a workshop setting.
- Ability to produce written documents that are clear, easy to understand and grammatically correct.
- Knowledge of government structure, policies and program services.
- Ability to solve complex problems and provide conflict resolution.
- Excellent interpersonal, organizational, project management and training skills.
- Ability to understand and apply statistical and economic data manipulation.
- Working knowledge in computer software application using PC software, ACCESS, MS Word, Excel, Power Point and Windows.
- Excellent advisory and management skills.
- Understanding of the sensitive nature of public issues and Northern politics.
- Ability to work effectively in a cross-cultural environment.

Typically, the above qualifications would be attained by:

This level of knowledge is normally acquired through a University degree in Social Sciences or Business Administration with a minimum of five years of relevant work experience in the area of program development starting from the conceptual stage working up to the policy/framework stage and through to the implementation stage or community relations or project management.

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