



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Northwest Territories Housing Corporation	Community Housing Planner	
<b>Position Number(s)</b>	<b>Community</b>	<b>Division/Region(s)</b>
93-16546	Yellowknife	Policy and Planning / HQ

## **PURPOSE OF THE POSITION**

The Community Housing Planner (Planner) coordinates the development of community housing plans, collaborating with subject matter experts in other Northwest Territories Housing Corporation (NWT HC) divisions 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 the communities' needs evolve.

The position coordinates cross-government and inter-governmental initiatives in order to advance community initiatives.

## **SCOPE**

Located in Yellowknife and reporting to the Manager, Community Housing Planning, the Community Housing Planner performs work that 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 Community Housing Planner may design, plan, manage and evaluate major housing and homelessness projects, and coordinates cross-government and inter-governmental initiatives in order to advance community initiatives.

The position accomplishes its objectives within a framework of Government of Northwest Territories (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 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.
  - Leads NWTHC subject matter experts in organizing and delivering housing forums in communities to facilitate the collection of community housing feedback.
  - Meets with community leaders and stakeholders to develop, refine, and revise their community housing plans.
- 2. Manages housing 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, other government departments including GNWT Social Envelope departments, and interest groups.
  - 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.
  - Manages research contracts, providing information and feedback to consultants.
- 3. Develops policy and decisions instruments that support corporate direction.**
  - Develops policy and decision instruments including briefing notes, decision papers, and option and discussion papers 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 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 District and Headquarters input into housing policy and legislation.
- Develops homelessness policy that is consistent and coordinated with other GNWT homelessness actions.

**4. Evaluates 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 conducts cost benefit and cost effective analyses as necessary.

**5. Supports activities of the Minister Responsible for the NWTHC through the development of policy materials, corporate advice and research.**

- Assists 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
- Researches cross-jurisdictional policies and programs for relevance to NWT context.
- Assists in the development of speaking points, media lines and other communication messaging.

**6. Co-ordinates 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.
- Develops terms of reference for research projects.
- Identifies appropriate research methodologies and strategies for data gathering.
- Conducts and analyzes 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, Indigenous 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.

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

A Bachelor Degree in political or social science, or in a related field, augmented by a minimum of three (3) of work experience in the same field.

## **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