



## **IDENTIFICATION**

Department		Position Title	
Housing Northwest Territories		Senior Facility Planner	
Position Number	Community	Division/Region	
93-17223	Yellowknife	Infrastructure Services	

## **PURPOSE OF THE POSITION**

The Senior Facility Planner provides professional architectural advice to Housing Northwest Territories (NWT).

The Senior Facility Planner plays a pivotal role in managing the design phases of new projects, with a specific focus on supporting a recently funded multi-unit affordable housing project with a mixed-use component. This exciting new project aims to introduce mass timber technology and push the boundaries of sustainable design and energy management in the north.

The Senior Facility Planner works closely with the internal design team, community stakeholders and design consultants to ensure that Housing NWT's projects are innovative, cost-effective, and aligned with Housing NWT's Mission, Vision, and Values.

## **SCOPE**

Housing NWT operates an asset portfolio comprising 2900 residential units in 33 communities across the Northwest Territories. The portfolio ranges from single-detached residential houses to complex multi-unit residential buildings. Housing NWT headquarters support the operations of Housing NWT's five (5) District Offices and 24 Local Housing Organizations (LHO).

Housing NWT incorporates environmental and fiscal sustainability in all aspects of its work and envisions a durable, sustainable housing portfolio with reduced dependency on fossil fuels, contributing to the economic, social, and environmental wellbeing of the Northwest Territories and its residents. Also, Housing NWT is committed to providing housing to those most in need and improving the quality of life for residents by providing access to safe and affordable housing options.

As part of Housing NWT's Renewal process, Housing NWT is committed to improving engagement efforts with Indigenous Governments and is striving to work closer with local communities, indigenous leadership, and local stakeholders to ensure that new housing projects are thoughtfully designed, reflect the cultural identity of the NWT, and enhance the well-being of northern residents.

Located in the Finance and Infrastructure Planning branch at headquarters in Yellowknife and reporting directly to the Manager, Capital Planning, Design Innovation and Quality Assurance (Manager), the Senior Facility Planner (Planner) will form part of Infrastructure Services' design team which also includes the Director of Infrastructure Services and the Manager of Energy Planning and Projects. The team collaborates to plan, implement, design, procure, construct, and commission Housing NWT's infrastructure projects which range from renovations to large-scale new construction projects. Housing NWT's annual capital plan ranges from \$10M to \$50M annually.

Facility Planning includes planning, coordination, and support in the form of reports, feasibility and planning studies, and project briefs to describe the character, size and location of northern housing projects to meet Housing NWT's goals, priorities, and vision at the lowest possible life cycle cost. The incumbent requires a strong understanding of northern design principles, sustainability, a passion for incorporating indigenous design input and exceptional project management skills.

This position requires adherence to safety practices as mandated by Government of the Northwest Territories (GNWT) legislation and NWTHC safety guidance for self, staff under direct supervision and consultants/contractors under contract to the incumbent.

The Planner will be required to travel to district offices and isolated communities, and will travel on small airplanes and winter roads during all seasons of the year which can be accompanied by extreme weather, including snow or mud, and exposure to biting insects.

This position has \$100,000 signing authority for Contract Initiation and \$200,000 in Contract Performance. This position has standing acting authority for the Manager.

## **RESPONSIBILITIES**

### **1. Provide project planning services for Housing NWT major capital projects:**

- Lead the definition and planning of project requirements and objectives before proceeding with design.
- Ensuring projects are feasible with respect to costing and schedule and complete professional preliminary budgets and schedules.
- Identifying and applying for funding towards new projects.

### **2. Direct the management of project planning and design phases:**

- Developing comprehensive Project Briefs for Architectural and Engineering design consultants.

- Determining what preliminary work must be done prior to commencing design, i.e. soils, studies, environmental assessments, etc.
  - Preparing terms of reference and Request for Proposals (RFPs) for planning studies and design.
  - Ensure the design meets Housing NWT's needs within planning parameters such as available budget, schedule, and facility program as well as all legislative building codes, standards and the GNWT Good Building Practices.
- 3. Direct architectural and engineering (A & E) consultants to deliver planning studies and design solution(s) that meets the requirements specified in the project brief by:**
- Fostering effective communication and collaboration amongst internal teams, community stakeholders and consultants. Facilitate and direct design workshops, meetings, and presentations to gather input, exchange ideas, and align project goals.
  - Managing the completion of conceptual options and overseeing the design phases of new projects. Coordinate with consultants to ensure timely and high-quality deliverables.
  - Develop and manage project budgets, identify cost-saving opportunities, and monitor expenses throughout the design phases.
  - Coordinating the design reviews by Technical Support Services staff.
  - Managing A/E agreements to the completion of plans and specifications.
  - Assisting Housing NWT's project planning department with site selection and development permits.
  - Ensuring housing projects are designed specifically for the actual climate and other physical parameters of the site, as well as the minimum capital cost consistent with lowest life cycle cost.
  - Ensure all design solutions comply with building codes, accessibility standards and environmental regulations.
  - Conduct site inspections for quality control as well as adherence to program and design.
- 4. Organize and conduct community consultations with local community leaders, and indigenous knowledge holders:**
- Collaborate with local communities and indigenous groups to integrate their traditional knowledge, cultural practices, and design preferences into new needs analyses, functional programs, and designs of housing projects.
  - Build positive relationships with local community stakeholders, promoting them to become their own advocates and designers.
- 5. Design Guidelines:**
- Contribute towards the development and refinement of the Housing NWT Design Guidelines – a comprehensive document that will serve as a reference for consultants, contractors and the private sector involved in housing projects.
  - Collaborate with internal teams, external experts and indigenous communities to ensure that the guidelines reflect best practices, design and functional requirements,

sustainability and resilience to climate change through design as well as the incorporation of proper community consultation processes.

#### **6. Climate Change Adaptation and Sustainability:**

- Assist the design team in analyzing risks and propose innovative design solutions to enhance housing projects in the face of climate change.
- Be aware of emerging technologies and design interventions from other jurisdictions to assist in Housing NWT's efforts to be proactive against the impacts of changing climate.
- Analyze and report on how Housing NWT's existing and new assets can meet their new Energy Management Strategy and Blueprint.
- Determine ways to include community members in sustainability interventions for existing and new housing projects.

#### **7. Research, Analysis and Design:**

- Provide ideas, analysis, feedback and comments on past, current, and future projects in NWT Housing - review and participate in discussions about current state of community assets, and how they might be improved.
- Become well versed in NWT Housing community housing assets and aware of known areas of challenges and successes to support the development of Housing NWT's Design Guidelines.
- Stay informed about emerging industry trends and best practices in housing and sustainable and climate responsive design.
- Research best-methods of conducting community engagement by conducting interviews with community knowledge holders and seeking precedents from other parts of Canada and the world to inform our understanding.
- Research and contribute towards design strategies to improve northern housing and its public spaces. This way Housing NWT can continue to contribute to the fabric of northern communities in innovative and meaningful ways that encourage community connections.
- Conduct Post Occupancy Evaluations (POEs) on previous designs to identify areas for improvement.

### **WORKING CONDITIONS**

#### **Physical Demands**

The incumbent will experience a moderate level of physical demands while being on construction sites (technical compliance) and facility sites (trouble shooting), which includes lifting, stretching, climbing, walking, standing and working in awkward positions. Quality assurance obligations will consume 5-10% of the time.

#### **Environmental Conditions**

No unusual demands.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

This position requires the incumbent to provide a high level of detail in the development work produced, and to meet tight deadlines throughout the year including budget approval periods.

The Senior Facility Planner is away from home up to 10% of the time due to travel required to provide staff/community training and construction monitoring and inspections.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of architectural and/or engineering theory and principles to provide facility planning, advice and direction.
- Knowledge of project planning theories and principles, including scheduling, cost estimating, financial management and project delivery.
- Knowledge of northern building conditions and practices to manage or provide project management services.
- Interpersonal skills to negotiate with clients and consultants in order to resolve disputes and communicate complicated technical information.
- Knowledge of the geographic and cultural factors affecting client's needs and how this affects the delivery of capital projects.
- Knowledge of climate change impacts and adaptation strategies, particularly in the context of housing design.
- Familiarity with sustainability design principles and technologies related to climate change resilience.
- Analytical skills to manage or evaluate project results against objectives.
- Problem solving ability to manage or bring resolution to problems encountered during all phases of a project.
- Decision making ability to manage timely progress of projects within objectives.
- Knowledge of word processing, spreadsheet and project management software programs.
- Facilitation skills to ensure that project teams work as a constructive and cohesive unit.
- Leadership skills.
- Oral and written communication skills to convey or solicit information about projects and standards through a variety of means (e.g. briefing notes, Project Briefs, procedural manuals, community presentations) for a variety of audiences (e.g. clients, colleagues, consultants)
- Skills to facilitate planning and client decision-making, manage conflicts, negotiate solutions, resolve disputes and promote sound facility planning.
- 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:**

A bachelor's degree in architecture and five (5) years of relevant experience, where at least one (1) year of experience is cold climate related.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

Must be eligible for membership with NWT Association of Architects.

**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