

## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Housing NWT	Director, Housing Programs	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
93-17240	Yellowknife	Programs & District Operations HQ

## **PURPOSE OF THE POSITION**

The Director, Housing Programs provides strategic leadership, guidance and oversight in the research, analysis, development, training, implementation, communication, evaluation and monitoring of housing programs that are responsive to the NWT's housing needs. This will be strategically carried out in a manner that is consistent with NWT Housing's mandate.

The Director, Housing Programs holds the overall accountability to ensure the effective development and delivery of Housing NWT programs and services throughout the NWT.

The Director, Housing Programs' objective is to fulfill Housing NWT's mandate while building capacity in the Districts and Local Housing Organizations, thereby overseeing the capacity development of NWT residents to be successful tenants and homeowners.

The position works within a legislative and policy framework and carries out its responsibilities in accordance with Government of the Northwest Territories (GNWT) acts, regulations, policies, and department and agency procedures that include but are not limited to the *Financial and Administration Act*, *Public Service Act*, *the Northwest Territories Housing Act*, and the *Residential Tenancies Act* as well as their supporting regulations and related policies and procedures.

## **SCOPE**

The position is located in Yellowknife and reports to the Vice-President, Programs and District Operations in Yellowknife.

The duties of this position have an impact on Local Housing Organizations (LHOs), GNWT departments, Indigenous organizations and community governments. The Director, Housing Programs is a member of Housing NWT Senior Management Committee. The objectives and work completed cooperatively with the above organizations is undertaken to positively impact the lives of the residents of the NWT. The coordinated effort is to ensure that the

needs and the voice of the residents are heard through the various organization's perspectives, thereby developing cohesive programs that are responsive to the resident's immediate and future needs.

As a member of the Senior Management Committee, the incumbent participates in setting priorities and objectives and contributes to the preparation of the departmental business plans and budgets for submission to the Financial Management Board. This position provides expert advice and practical insight in the preparation of the Corporation's vision, mandate and goals.

## **DIMENSIONS**

- Reporting Positions (3 direct, and 5 indirect)
- Compensation & Benefits (\$)
- Operations & Maintenance (\$)
- Grants & Contributions (\$)
- Capital (\$)

Financial:

- \$53,050,000, includes, funding for LHO operations and homeownership delivery
- \$1,200,000, grants and contributions

Housing Portfolio:

- 23 Local Housing Authorities
  - 3034 housing units

## **RESPONSIBILITIES**

1. Direct, lead and implement strategic planning, development and program evaluation of homeownership and rental housing programs and initiatives to residents of the NWT.
2. Leads the work of the Division to ensure that approved objectives contained in the Business Plan are met in an effective manner, consistent with the operational policies and procedures of the GNWT and the stated vision and values of Housing NWT
3. Analyze and align Ministerial and Legislative Assembly priorities on social and economic issues that impact the delivery of housing.
4. Direct, lead and implement initiatives that promote and develop capacity within Local Housing Organizations.
5. Manage and coordinate support for consultation activities undertaken through the NWT Housing Forum.
6. Engage with regional, territorial and community stakeholders on capacity building initiatives in order to build sustainable and vibrant communities.

7. Direct, lead and implement initiatives that promote training and education in District operations.
8. Manages the Division's financial and human resources.
9. Participates constructively in the senior-management team of the Department.
10. Uphold and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

## **WORKING CONDITIONS**

### **Physical Demands**

The incumbent works in a typical office setting where there are no unusual physical demands.

### **Environmental Conditions**

The incumbent works in a typical office setting where there are no unusual environmental demands.

### **Sensory Demands**

The incumbent works in a typical office setting where there are no unusual sensory demands.

### **Mental Demands**

Travel to other communities is required on a regular basis.

The incumbent will be working in an environment where the impact of the decisions may have far-reaching impacts.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Oral and written communication skills and experience
- Knowledge of program planning, development and evaluation
- Knowledge and understanding of interactions of social, political and economic dynamics
- Knowledge of policy research and development from the strategic planning stage to approval and implementation
- Knowledge of management practices and skill sets in the areas of strategic planning, financial resources and allocations, human resource management and leadership development.
- Knowledge and ability to project manage, problem solve and negotiate.
- Conflict resolution skills

- Ability to analyze and interpret legislation, policies and procedures.
- Knowledge, skills and abilities to deal with third party groups and non-government organizations.
- Ability to develop strong consultative relationships with stakeholders.
- Ability to build and maintain excellent working relationships with colleagues in the GNWT, with colleagues working across multiple systems in Housing NWT and with partners outside of the government.
- Ability to build and maintain excellent working relationships with representatives of Indigenous governments.
- Ability to lead and motivate staff in a cross-cultural environment.
- Ability to represent Housing NWT and its position accurately and professionally in a variety of consultations, meetings, presentations and other situations.
- Organizational skills for coordinating and at times managing large initiatives.
- Advanced interpersonal skills for directing and coordinating activities at multiple levels and communicating positively with professionals at all levels of the organization.
- 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:**

The completion of a university degree in the social sciences or a related field, plus 5 years of experience, including a minimum of 3 years managing people and resources.

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