

IDENTIFICATION

Department	Position Title	
Housing NWT	Program Evaluation Analyst	
Position Number	Community	Division/Region
93-17584	Yellowknife	Policy and Planning/HQ

PURPOSE OF THE POSITION

The Program Evaluation Analyst provides strategic and procedural advice for program design, monitoring and evaluation; department-wide development of business plans, main estimates and enterprise risk management. The Program Evaluation Analyst may also provide strategic and procedural advice or lead program evaluations conducted by inter-departmental or cross-functional teams.

The purpose of the Program Evaluation Analyst is to develop and manage an on-going approach to department-wide: program evaluation; business planning and enterprise risk management to further develop and integrate these activities into routine departmental planning and financial processes. This position is also focused on building capacity throughout the organization in the areas of program evaluation and enterprise risk management.

SCOPE

Reporting to the Director, Policy and Planning, the Program Evaluation Analyst is responsible for providing strategic and financial advice to the Housing NWT senior management on all decisions which affect financial, human and/or physical resources, including policy and strategic decisions, and coordinating research regarding any financial or other resource, revenue or expenditure, within Housing NWT.

Located in Yellowknife, the Program Evaluation Analyst will design, lead and conduct program evaluations to clarify and confirm mandates, determine program effectiveness, and recommend modifications such as service improvements, reductions, or elimination. The position will develop approaches to improve program design, monitoring, evaluation, and results based reporting so that the effectiveness and efficiency of programs can be demonstrated. The position will develop and recommend approaches so that program effectiveness and efficiency can be considered during financial and strategic planning processes. The position will also be asked to conduct research and evaluations that may

result in the re-alignment of mandates, inform policy and legislative changes, inform budget considerations, and develop and implement department-wide programs and initiatives, such as enterprise risk management; and Build capacity throughout the organization through the design and delivery of training materials and activities.

RESPONSIBILITIES

1. Guide and assist with the development and implementation of policy frameworks and approaches to departmental program evaluations:

- Research and develop approaches to improve program design, monitoring, evaluation and results based reporting to meet fiscal and strategic objectives;
- Ensure program design and evaluations are conducted in a manner that supports the GNWT's fiscal and policy objectives as well as departmental mandates, objectives and commitments; and
- Propose approaches and provide adequate information to senior level management so decisions can be made on whether programs and services are appropriately resourced and accomplishing intended objectives.

2. Provide expert advice and counsel on matters relating to program evaluation:

- Provide senior level advice on program evaluation initiatives related to the overall strategic direction for the Department and GNWT;
- Develop analytical and other research material to support program evaluation; and
- Ensure consistent implementation of the Financial Management Board's direction on program monitoring and evaluation across the GNWT.

3. Conduct or assist with implementation of program evaluation results:

- Work with departments to design and conduct program evaluations to measure the efficiency and effectiveness of departments' programs and services;
- Prepare program evaluation reports for presentation to senior level management;
- Provide expert advice and support to program evaluations conducted by other departments or their agents;
- Monitor and track department's progress identified towards program evaluations; and
- Work with departments to ensure the approved actions identified in program evaluations are achieved

4. Provide support in the area of capacity building:

- Research, compile and analyze data information to identify government-wide training needs within the areas of evaluation and risk management;
- Develop, review, and revise training materials in the areas of program evaluation and risk management; and
- Facilitate training and development activities in the areas of program evaluation and risk management.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel to communities may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of GNWT programs, policies, procedures, and financial, budgetary, and administrative systems is required;
- Up-to-date knowledge of current industry practice related to the program review, evaluation and risk management practices;
- Ability to undertake politically sensitive projects or to work in emotionally charged situations;
- Highly developed verbal and written communication skills are required in order to effectively communicate at senior levels including the ability to effectively communicate difficult or politically sensitive results to decision makers;
- Ability to critically analyze, interpret and assess information, including GNWT policies, legislation, FMB direction, legislative proposals, and strategic plans;
- Knowledge of policy analysis, evaluation, quantitative methods, and financial analysis.
- Be self-directed, display initiative and have ability to garner buy-in and cooperation from managers without a direct reporting relationship. The incumbent must also employ diplomacy, tact, and good judgement in communicating internally with other departments.
- Knowledge of business related software such as MS Office.
- Organizational and time management skills
- Ability to work under pressure to balance numerous demanding and active reviews and initiatives.
- 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:

An undergraduate degree or professional designation in program assessment, program evaluation, public administration or project management, combined with two years of relevant work experience.

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