



IDENTIFICATION

Department	Position Title	
Housing NWT	Manager, Policy and Legislation	
Position Number	Community	Division/Region
93-4272	Yellowknife	Policy and Planning/HQ

PURPOSE OF THE POSITION

The Manager, Policy and Legislation is responsible for the management of the functions of the Policy and Legislation unit and provides key support and strategic advice to the Director, Policy and Planning, and the Senior Management Committee for Housing NWT.

This position works within a legislative and corporate policy framework and carries out its responsibilities in accordance with GNWT acts, regulations, policies, and departmental procedures and agreements that include but are not limited to the Northwest Territories Housing Corporation Act, the *Societies Act*, the *Residential Tenancies Act*, Agreements with Canada Housing and Mortgage Corporation, Partnership Agreements with Local Housing Organizations, *Access to Information and Protection of Privacy (ATIPP) Act*, various land, resources and self-government agreements.

SCOPE

Located in Yellowknife, the Manager, Policy and Legislation (Manager) reports to the Director of Policy and Planning (Director) and is responsible for the provision of advice, guidance, and support to senior management in the areas of corporate strategic planning and research, housing programs, F/P/T relations and information management. The duties of the position have an impact on the Minister Responsible for Housing NWT, GNWT departments, Local Housing Organizations, community governments, Indigenous organizations, and individual clients of Housing NWT.

As a member of the Senior Management Team, the Manager is accountable for managing the resources assigned in an effective, efficient, and expedient manner and ensuring the maximum contribution is made to achieving the mission and mandate of Housing NWT.

The Manager, Policy and Legislation:

- manages and coordinates the development and administration of corporate strategic and business planning;
- develops corporate policies and undertakes the review of existing policies;
- develops and reviews legislation to address government priorities assigned to Housing NWT;
- ensures requirements under access to information and privacy protection legislation are met;
- supports the Housing NWT's bilateral negotiations with the Canada Mortgage and Housing Corporation regarding agreements and programs impacting the delivery of housing in the NWT;
- provides direction on issues relating to land, resources and self-government agreements and relationships with Indigenous governments.

This position plays a coordinating role for Housing NWT in the conduct of all duties and responsibilities, and as such requires specialized knowledge and expertise in housing policy. Strategic planning, policy development, and intergovernmental relations including the ability to manage the development and administration of effective agreements and contracts are essential to this position. Additionally, the incumbent is accountable for monitoring the Legislative Assembly and ensuring commitments are met, preparing briefing materials for the Minister and Deputy Minister as required and Housing NWT staff, including analyzing issues pertaining to Indigenous affairs, and developing Housing NWT's position at all self-government tables.

The Manager ensures that Housing NWT activities are consistent with obligations in settled lands, resources and self-government agreements and common law, respecting Indigenous rights as well as providing general advice on Housing NWT Indigenous relations issues.

This position requires the incumbent to deal with rapidly changing political realities, and is responsible for all statutory submission requirements required within Housing NWT.

The Manager is accountable for the Unit's budget in addition to managing policy-related contracts on behalf of other Housing NWT staff. The provision of supervision to the Policy Analyst position(s) is required, and supervision of an intern, summer student and other casuals may also occur. The Manager is responsible for supervising and managing their team in accordance with existing HR policy and procedures. Travel may be required.

The Manager is expected to honor and promote a culturally safe environment at all times and to ensure they and their staff interact with clients and families, community members, partners and colleagues in a tactful, respectful, and humble manor that is free of racism and discrimination.

The incumbent experiences working to tight deadlines in a setting where there are frequently changing priorities, conflicting interests, and differing perspectives. This is a seasoned position that performs assignments of advanced complexity.

RESPONSIBILITIES

1. Manage the development and administration of Housing NWT strategic and business plans and policies and develop and review legislation to address government priorities assigned to Housing NWT.

- Coordinate the development of Corporate Strategic and Business Plans, including responsibility for analysis, research and evaluation, monitoring, and reporting on progress, and ensuring that all actions taken by Housing NWT are in line with Housing NWT's strategic direction as set out in these plans.
- Provide guidance to senior management on activities undertaken by their respective areas as it pertains to actions undertaken through the Strategic Plan.
- Co-ordinate and guide Senior Management Committee through strategic planning/business planning exercises and ensure systems and procedures are in place to monitor results.
- Identify Executive Council, Ministerial and Legislative Assembly priorities for the development of government policies and legislation on housing.
- Analyze pertinent documents such as research reports, studies, Legislative Assembly debates, federal agency discussion papers and correspondence.
- Liaise with government departments and agencies to ensure overall consistency of policies and legislation with identified government priorities.
- Identify priorities for policy changes, develop design criteria and identify policy options.
- Present draft policies and discuss with relevant stakeholders in different stages of policy development, including Indigenous governments, Indigenous organizations, local councils, and the public.

2. Manage the research and monitoring activities of Housing NWT in relation to existing policies, programs, and processes within Housing NWT to determine their efficiency and effectiveness in meeting Housing NWT and the GNWT's priorities.

- Conduct environmental scanning exercises and research in advance of objective setting processes.
- Review, analyze, evaluate, and revise planning documents in the context of a changing operating environment and consistency with Executive Council direction.
- Manage research and set research objectives in support of senior management and Corporate objectives.
- Manage research and analyze program results, information in support of Housing NWT performance measurement and annual management for results reporting requirements.
- Develop and maintain monitoring program of key performance indicators for Housing NWT programs and activities.

3. Manage and coordinate the development and review of legislative and policy proposals and other governing instruments.

- Develop the legislative framework for Housing NWT.
- Coordinate the evaluation of existing policies.

- Initiate the development of objectives for new policies and develop the terms of reference for policy and legislative (P&L) proposals.
 - Ensure all statutorily required submissions are completed and met.
 - Review draft policies and legislative initiatives to ensure that they are consistent within Housing NWT's strategic direction and make appropriate consideration of the legal, political, and financial issues as well as the concerns of stakeholders.
 - Coordinate consultation with GNWT departments regarding P&L proposals.
 - Assist in the development and conduct public consultations processes related to program, P&L proposals.
 - Provide substantiation for P&L proposals to Executive Council, its committees, and related central agencies.
 - Provide expert policy advice to the Director and Senior Management regarding policy and legislative initiatives.
- 4. Support Housing NWT's bilateral relationship with relevant federal departments/agencies regarding agreements and programs impacting the delivery of housing in the NWT as well as serve as a Senior Official for Housing NWT at the Federal/Provincial/Territorial (F/P/T) forum.**
- Monitor political, social, economic, and demographic developments affecting housing across Canada, including the expressed positions of Canada Mortgage and Housing Corporation, Provincial Housing Departments and Corporations, Local Housing Organizations (LHOs), Indigenous governments, Indigenous organizations, community governments, and other organizations involved in housing.
 - Coordinate Housing NWT's involvement with Federal/Provincial housing organizations including advice, guidance, and analysis of Federal/Provincial positions on housing issues.
 - Serve as one of the Senior Officials for Housing NWT on the Provincial-Territorial and Federal/Provincial/Territorial Housing Forums.
 - Acts as a Senior Official level with the Canada Mortgage and Housing Corporation that includes remaining current on Canada Mortgage and Housing Corporation activities, liaising with Canada Mortgage and Housing Corporation officials on bilateral issues, and providing advice to the President of Housing NWT on matters related to Canada Housing and Mortgage Corporation.
- 5. Represent Housing NWT's interests and provide input and direction to various inter- departmental, inter-governmental and non-governmental committees, working groups and task forces as required.**
- Attend meetings and represent Housing NWT interests on inter-departmental committees, including the GNWT Policy Directors Committee and on committees and other groups that include inter-governmental and non-governmental groups.
 - Manage and provide direction to the Access to Information and Privacy Protection Coordinator and assume accountability to ensure the *ATIPP Act* is consistently applied, and training is provided to Housing NWT staff as required.
 - Coordinate Housing NWT's responsibilities under the *ATIPP Act*.
 - Provide support, research and outputs to intergovernmental forums as assigned.

- Provide support for Tri-territorial Minister's Western Premiers', Annual Premier's, and First Minister's conferences.
 - Liaise with other departments to ensure a consistent, government-wide response to multi-sectoral issues.
 - Provide policy support for the development and implementation of housing related agreements with Indigenous governments.
- 6. Manage the coordination and monitoring process required by land, resources and self-government agreements, contracts, policies, implementation commitments and legislation.**
- Provide expertise on Housing NWT's interests and commitments associated with land, resources, and self-government negotiation process.
 - Develop effective service, partnership and jurisdictional agreements and contracts.
 - Ensure that Housing NWT interests and assets are fully represented in all negotiations and ensuing main agreements.
 - Ensure that any agreements and/contracts with Indigenous governments and Indigenous organizations are administered effectively and provide direction to assist with resolving any disputes that arise.
 - Responsible to ensure Housing NWT meets its obligations in any Agreement in Principle and/or Implementation Agreement associated with the land, resources, and self-government process.
 - Ensure that all costing implications associated with land, resources and self-government agreements and sub-agreements are adequately reviewed and Housing NWT's interests are secured.
- 7. Oversee and monitor Housing NWT's responsibilities and activities related to the Legislative Assembly and Executive Council**
- Co-ordinate the development of all Executive Council submissions that relate to housing policy and legislation (e.g., Information, Items, Options Papers, Decision Papers, Legislative Proposals).
 - Ensure the compilation and completion of Ministerial Briefing Books and transition binders.
 - Monitor all sessions of the Legislative Assembly.
 - Responsible for the tracking of Legislative Assembly mandate commitments, developing responses and materials to meet commitments.
 - Responsible for developing and coordinating Housing NWT information for the Legislative Assembly Standing Committees.
- 8. Manage staff and resources for the Policy and Legislation unit.**
- Provide overall human resource management including assigning and supervising activities, recruitment, and management of staff performance.
 - Manage the financial resources of the division, including completing required budgetary submissions and monitoring activities including variance management.
 - Set overall objectives for the division and managing the completion of projects.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of policy development, strategic planning, performance measurement, evaluation and policy analysis.
- Knowledge of government, including its legislative process and mechanisms, operations of Cabinet and the Legislative Assembly.
- Knowledge or and/or the ability to acquire and utilize knowledge of the GNWT organization, environment, culture, and business strategies with the ability to understand, recognize and/or anticipate concerns or problems.
- Technical knowledge in housing policy at the regional, territorial, and national levels.
- Knowledge of northern institutions, government systems and communities, as well as the ability to interact effectively with Federal and GNWT departments, Indigenous governments, community organizations and various communities.
- Knowledge of northern, circumpolar and Indigenous government structures and issues, including political and constitutional development, land, resources and self- government agreements and traditional knowledge.
- Knowledge and proficiency with computer software including word processing, database, and electronic mail and communications programs.
- Organizational, project management and supervisory skills for the management of contract and casual support staff or acting positions, consultants and Housing NWT working groups, etc. associated with policy and program development and evaluation.
- Ability to coordinate and manage interdivisional working groups often involves diverse and competing interests requiring the incumbent to devise innovative, consensus- building solutions.
- Ability to perform research and analysis including the ability to understand and apply statistical and economic data manipulation,
- Ability to formulate innovative and adaptive solutions, as there may be few precedents available to guide policy proposals.
- Research skills and an ability to exercise sound, professional judgment.

- Analytical skills, as well as a demonstrated ability to express ideas, negotiate and communicate effectively; the ability to analyze critically and suggest an appropriate means of action, sometimes in a short time frame.
- Ability to analyze and articulate various policy options aimed at increasing understanding, acceptance and resolution.
- Ability to provide recommendations, expertise and communicate messages effectively in writing or verbally to various audiences on both communications and policy matters.
- Ability to work cooperatively with others in a cross-cultural environment.
- Ability to use tact, persuasion, diplomacy, and flexibility.
- 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 university degree in political science, public administration, or social science, or in a related field, augmented by six (6) years of significant related (housing issues, strategic and policy analysis etc) work experience including a minimum of two (2) years of experience in a direct supervisory role.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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