

**IDENTIFICATION**

Department	Position Title	
Housing NWT	Vice President, Finance and Infrastructure Services	
Position Number	Community	Division/Region
93-4625	Yellowknife	Headquarters

**PURPOSE OF THE POSITION**

The Vice President, Finance and Infrastructure Services is accountable for providing a broad range of professional and comprehensive advice, strategic direction and leadership for the Finance and Infrastructure Services Branch of Housing NWT. Reporting to the President of Housing NWT, this position is responsible for the overall financial affairs of the Corporation as well as the planning, development, and delivery of housing capital infrastructure, asset management, lands administration, energy systems planning and implementation, corporate maintenance planning and management and occupational health and safety programs and services.

**SCOPE**
**Corporate Overview**

Housing NWT manages social housing and homeowner assistance programs for residents of the Northwest Territories. Housing NWT provides home ownership opportunities and assistance to many of the 42,000 residents of the Northwest Territories, including home maintenance and repair programs. Working in partnership with 23 Local Housing Organizations, Housing NWT delivers this programming for 33 communities through five (5) district offices. Housing NWT is also responsible for an asset management program involving the ongoing assessment, maintenance, repair, and replacement of approximately 2,300 public housing rental units, 200 market rental units, and 200 homeownership units.

Due to the continued decline in Canada Mortgage and Housing Corporation (CMHC) operating funding for public housing operations, Housing continues to take steps to ensure the protection and optimal utilization and operation of its rental housing portfolio. The Corporation also continues to reduce its portfolio of detached housing by replacing these units with multi-family units that are climate resilient, energy-efficient, balance life-cycle cost components, and focused on the programmatic needs of a wide range of user groups including singles, seniors, families, persons with disabilities, and specialized transitional housing users. The scale of Housing NWT's new construction capital projects spans single-family detached housing to large complex mixed-use multistory residential development. In addition, Housing NWT continues to promote partnership opportunities with Indigenous governments, the private sector, resource industries

and community development corporations to help expand the availability and accessibility to affordable housing across the territory.

As a public agency of the Government of the Northwest Territories (GNWT), Housing NWT must comply with all relevant GNWT legislation, policy frameworks and manuals. Key financial and administration components of this obligation include the Northwest Territories' *Financial Administration Act (FAA)* and Regulations and manuals, the Northwest Territories' *Public Sector Act* and Regulations, Human Resources Manuals, GNWT financial and accounting policies and procedures, and the Public Sector Accounting Standards (PSAS) and Generally Accepted Accounting Standards (GAAP). One of Housing NWT's most significant and complex financial reporting obligations, as prescribed by the FAA and the *Housing Northwest Territories Act* is for the Corporation to work directly with the Principal for the Office of the Auditor General to undertake a comprehensive audit each year of the Corporation's Consolidated Financial Statements. These Consolidated Financial Statements include the financial results of both Housing NWT and the 23 Local Housing Organizations operating across the territory.

Located in Yellowknife, this executive management position is responsible for setting the direction and managing the linkages between finance, capital planning, infrastructure and lands management to ensure that housing assets are delivered on an effective, efficient, economical and timely basis. The Vice President Finance and Infrastructure Services leads a team of 31 indeterminate staff within the Finance and Infrastructure Services Branch. This team includes 5 direct and 26 indirect reports with diverse technical skills and abilities, including two headquarter senior management positions, the Director of Finance and Administration and the Director of Infrastructure Services. In addition, this position has functional authority over the financial and technical staff in the district offices and collaborates with the Vice-President Programs and District Operations to ensure the strategic goals and objectives of the Corporation are achieved in support of the government's Mandate.

## **Finance and Administration**

The Director of Finance and Administration provides strategic advice and technical expertise in the effective and efficient management of the financial and administrative functions of the Crown Corporation and its Board and Agencies, including satisfying Housing NWT's audit obligations working with the Office of the Auditor General and several other independent auditors throughout the territory. The Director supports Housing NWT's Senior Management Committee and staff, GNWT central agencies and works closely with a wide range of third-party funding partners, including the federal government. This Director position provides overall direction and support to 11 staff in the following activities:

1. Accounting and Financial Reporting.
2. Treasury, Cash Management and Investments.
3. Asset and Risk Management.
4. Mortgage Administration.
5. Debt Administration.
6. Collection Activities.
7. Property Management, including Leasing.

8. Management of Third-Party Funding Agreements and Reporting Obligations.
9. Financial Advisory Services, including Training and Development.

## **Infrastructure Services**

The Director of Infrastructure Services is responsible for the coordination, planning, delivery and commissioning of capital infrastructure projects including housing, office workshops and warehouse spaces, and energy systems, as well as the assembly and administration of lands for construction needs. The Director provides strategic advice, technical expertise and support to Housing NWT's Senior Management Committee, including the Executive Branch, District Directors, District Staff, and other housing stakeholders, including Indigenous Governments, Non-Government Organizations, communities and diverse housing partners towards increasing the range of participation across the housing continuum. The Director manages a team of 14, supporting the following activities:

1. Capital Planning, Design and Quality Assurance.
2. Procurement Services.
3. Transportation Services.
4. Land procurement.
5. Lot and Site Development, including Geotechnical.
6. Land Planning and Administration.
7. Contract Administration.
8. Project Management.
9. Maintenance Planning, Monitoring and Reporting.
10. Energy Management.
11. Research and Development.
12. Technical Advisory Services, including Training and Development.

## **Financial Planning**

The Vice President Finance and Infrastructure Services leads the Housing NWT's financial planning section. The Manager, Financial Planning position is responsible for leading the development of the Corporation's operations and capital budgets, that have exceeded a combined fiscal investment of over \$200 million. This position is critical to ensuring the appropriate allocation of resources for the successful delivery of programs, services, and works closely with Housing NWT's Senior Management Committee and divisional and district staff in the on-going reporting and monitoring of these planned investments. This position provides direct supervision of a Financial Planning and Budget Analyst.

The Manager of Financial Planning is responsible supporting the following activities:

1. Main Estimates and Business Plan Budget Development.
2. Capital Estimates Development and Fiscal Planning.
3. Financial Management Board and Cabinet Submissions.
4. Briefing book materials.
5. Cash flows for Housing NWT and its Agencies.
6. Financial Analysis and Budget Variance Reporting and Monitoring.

7. Financial Management Advisory Services, including Training and Development.

### **Occupational Health and Safety (OH&S) Specialist**

Reporting to the Vice President of Finance and Infrastructure Services, the OH&S Specialist serves as the HNWT's expert resource for the HNWT Joint Occupational Health and Safety Committees and Safety Representatives responsible for promoting workplace safety practices across all worksites spanning both headquarters divisions and five District offices. This position also works closely with all 23 Local Housing Organizations assisting with the development and on-going implementation of their Safety Programs.

The OH&S Specialist is responsible for supporting the following activities:

1. Plans, develops and implements Housing NWT's OH&S Programs.
2. Monitors and evaluates the effectiveness of health, safety and wellness program strategies and plans for Housing NWT.
3. Delivers OH&S advisory and training for all the staff of Housing NWT and the Local Housing Organizations.

### **Divisional Administrative Assistant**

Responsible for providing confidential administrative and clerical support.

### **DIMENSIONS**

Number of staff: 32 including Vice-President of Finance and Infrastructure Services. The overall scope of responsibilities of this position include:

Branch O&M	\$10 million	Prime
Capital Projects	\$94 million	Prime
Investment Portfolio	\$70 million	Prime
Long-Term Debt	\$52 million	Prime
Housing Assets	\$406 million	Prime
Corporate Total Revenues	\$118 million	Contributory
Corporate Total O&M Expenditures	\$130 million	Contributory

### **Responsibilities of the Vice-President of Finance and Infrastructure Services:**

The Vice President of Finance and Infrastructure Services serves as the Chief Financial Officer for the Corporation responsible for overall financial planning, strategic direction and financial stewardship of the Crown Corporation's financial resources. This position is also responsible for ensuring Housing NWT satisfies its statutory financial reporting obligations, including those under the *Housing Northwest Territories Act*. This involves working directly with the Principal of the Office of the Auditor General to oversee the completion of the Corporation's audited financial statements including the required completion of 23 Local Housing Organization independent audits. In addition, this position has lead responsibility for satisfying the financial accountabilities and reporting requirements associated with a wide range of Housing NWT's federal funding

agreements, including the major Social Housing and Bilateral Agreements with Canada Mortgage and Housing Corporation (CMHC).

This position also oversees the Corporation's debt and cash management responsibilities, the asset management of over 2700 owned housing assets throughout the territory, the development, coordination, planning, delivery and commissioning of capital infrastructure projects, including housing units, office workshops and warehouse spaces and energy systems. The Vice-President also oversees the delivery of in-house professional design services, the lease management for over 180 privately leased public housing units, the delivery of the Corporation's maintenance management system and the Occupational Health and Safety (OH&S) programs and services for both Housing NWT staff and all 23 Local Housing Organizations.

These responsibilities support the delivery of Housing NWT's programming, the asset management requirements for environmental liabilities and the delivery of on-going technical expertise and direction to Housing NWT staff. These technical advisory supports also continue to be offered to Indigenous governments as they assume increasing levels of responsibility for the delivery of their own housing programs and services.

The Vice-President of Finance and Infrastructure Services works within a Legislative and Policy framework and carries out responsibilities in accordance with GNWT Acts, regulations, policies and corporate procedures that include such things as the *Housing NWT Act* and Regulations, the *Financial Administration Act*, GNWT contract regulations, the *Safety Act* and Regulations and various other government policies. This position must also comply with land claim and self-government agreement obligations between the Government of the Northwest Territories and Self Government groups related to economic benefits and selected lands in the delivery of capital infrastructure projects and the acquisition and development of lands.

The Vice President of Finance and Infrastructure is a member of Housing NWT's Executive Management Committee and has primary responsibility for providing authoritative advice, guidance and leadership to the President of Housing NWT and other members of the senior management team on Housing NWT's finance and infrastructure matters. This position influences Housing NWT decisions and helps to foster interdepartmental and intergovernmental relations, including serving on a range of on-going and ad hoc GNWT Assistant Deputy Minister (ADM) Advisory Committees supporting the Deputy Minister Committee (DMC).

## **RESPONSIBILITIES**

1. Provide executive level advice and assistance on financial and infrastructure services matters to the President and Minister, supporting strategic decision making on internal and external policy and program issues.
2. Provide stewardship for the overall financial affairs of the Corporation.
3. Develop and monitor a comprehensive fiscal framework for the Corporation, integrating capital, operating and internal resources investment plans.

4. Oversee the management of the Treasury activities including cash management, investment policies and procedures, risk management and collection functions.
5. Ensure the Corporation's financial reporting obligations are satisfied, as per legislative and third-party funding agreement requirements.
6. Ensure the Corporation has an effective system of internal control in place, including adequate training of staff, involved in the delivery of finance and technical advisory and support services for Housing NWT and Local Housing Organizations.
7. Ensure the timely, effective and responsive delivery of the Corporation's capital and financing plans, including overseeing capital project management services for new construction, larger scale renovation projects and energy projects.
8. Ensure the responsive delivery of technical assistance and professional advice for District Offices and Local Housing Organizations engaged in the delivery of all other capital and repair projects.
9. Provide leadership in the delivery of infrastructure projects through various procurement approaches, including contract awards under the NWT Manufactured Products Policy and the Negotiated Contracts Policy.

**10.** Ensure adequate land assets are available for the Corporation's capital delivery needs.

**11.** Oversee the development and ongoing maintenance and continuous improvement of guidelines for best practices in northern housing infrastructure design, property management, environmental remediation and project management for Housing NWT infrastructure.

**12.** Oversee the delivery of Housing NWT's property management, environmental management and fleet management programs and services as well as the on-going upgrading of Housing NWT guidelines for the management, design and construction of Housing NWT assets.

**13.** Contribute to the overall management of the Corporation's human and financial resources in an effective manner consistent with operational policies and procedures and the stated values and principles of the Corporation.

**14.** Coordinate with the Vice-President, Programs and Services to ensure the necessary strategic, technical and administrative support services are available to support the delivery of all Housing NWT infrastructure, energy and environmental programs and services delivered through headquarters and the district operations.

**15.** Participate in the overall management of Housing NWT by being involved in the development of departmental business plans, policies, programs and directives.

- 16.** Assist in the development of policies and programs reflective of Housing NWT and government wide goals and objectives and promote employment and business opportunities for northerners within Housing NWT's mandate.
- 17.** Plan and manage the resources of the Finance and Infrastructure Services Branch in keeping with corporate policy, participate as a member of the Corporation's Executive Management Committee and the GNWT's Management Committees and act for the President as needed.
- 18.** Uphold and consistently practice 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**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

The incumbent is required to attentively listen, observe, and interpret verbal and non-verbal communication while attending a wide variety of meetings as a representative of Housing NWT, such as occasionally complex, adversarial meetings and negotiation sessions, where demonstrated observation skills are imperative.

### **Mental Demands**

The position encounters changing, competing priorities, conflicting demands and tight deadlines. The incumbent works with Ministers and senior staff from multiple departments, who may have divergent perspectives and demands. Decisions can have far-reaching impacts.

Occasional travel is required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial, technical and management activities in a corporate environment.
- Knowledge of generally accepted accounting principles (GAAP) and an ability to interpret and implement Public Sector Accounting Standards (PSAS).
- Knowledge and understanding of financial, contracting, construction management, maintenance and occupational and health and safety activities.

- Knowledge of budgeting, accounting principles, practices and methods, financial management, financial information systems, and control practices.
- Knowledge of real estate and lending transactions.
- Knowledge of land claims and self-governance agreements.
- Written and verbal communication skills.
- Ability to work to deadlines and respond effectively to frequently changing deadlines.
- Ability to lead and manage a diverse team of individuals.
- Ability to work effectively within a larger senior management team.
- Ability to take specific and sustained action to implement change.
- Ability to support and develop others within the organization.
- Ability to think in strategic and future oriented terms.
- Ability to promote stakeholder involvement and collaboration in planning and program delivery and to work independently on complex matters.
- Ability to work effectively with a wide variety of people, frequently under stressful and time-limited conditions.
- Project management and leadership skills.
- Ability to acquire knowledge and appreciation of the complex interplay of political, economic and social forces at work in the NWT.
- 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 post-secondary degree (Masters) in a related field (such as Business Administration, Commerce, Engineering or Architecture) and a Canadian Chartered Professional Accounting designation in good standing, with at least 10 years of financial management experience in a public service environment.

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