

IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	Policy Analyst - Intern	
Position Number	Community	Division/Region
93-14850	Yellowknife	Executive – Policy and Planning

PURPOSE OF THE POSITION

To develop, evaluate and re-engineer existing policy and communication frameworks including policies, legislation, briefing notes, communications plans and decision instruments, in accordance with established GNWT Acts, regulations, guidelines, policies and standards; in order to provide the Corporation with strategic advice and research that supports its mandate and are consistent with GNWT priorities.

SCOPE

The position is located in the Policy and Planning Division of the Executive Office at the Housing Corporation's headquarters in Yellowknife. The incumbent reports to the Manager, Policy and Communications and the duties of the position have an impact on GNWT departments, Local Housing Organizations, community governments, Indigenous Governments, federal-provincial-territorial relations and individual clients of the Corporation.

RESPONSIBILITIES

1. Develop, evaluate, review and amend policy and communication frameworks in order to provide the Corporation with policies and legislation that support its mandate and are consistent with GNWT priorities.

- Prepare draft policy frameworks for review and consideration by NWTHC senior management.
- Prepare draft Executive Council submissions including Option Papers, Decision Papers and Legislation Proposals; and co-ordinate the production of Ministerial Briefing Books.
- Monitor political, social, economic and demographic developments affecting housing in the Northwest Territories.

- 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.
- 2. Support strategic planning through the development of evaluation and reporting products and data-gathering and quantitative analysis.**
- Recommend program policies, regulations and procedures for evaluation.
 - Assist in the development of terms of reference for evaluation.
 - Analyze and evaluate relevant data, surveys and interviews, and conduct cost benefit and cost-effective analyses as necessary.
- 3. Co-ordinate the development of housing research projects and related socio-economic studies in order to support the development of new programs or changes to existing programs.**
- Identify research needs.
 - Develop terms of reference for research projects.
 - Identify appropriate research methodologies and strategies for data gathering.
 - Conduct and analyze housing and socio-economic research and present the findings to Senior Management.
- 4. Support departmental communications initiatives as required.**
- Draft correspondence on behalf of the NWTHC President and Minister.
 - Assist in public communications through responses to the NWTHC's general enquiry email.
 - Assist in development of social media content as needed.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about.

Environmental Conditions

No unusual demands.

Sensory Demands

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day-to-day activities of the position. Extensive use of computers requires focused concentration.

Mental Demands

The incumbent may experience moderate levels of mental stress in meeting deadlines, and/or

verifying documents for accuracy. Mental stress increases prior to and during sessions of the Legislative Assembly when the incumbent must be able to respond instantly and remain constantly aware of developments.

KNOWLEDGE, SKILLS AND ABILITIES

- This position and its responsibilities would benefit from technical knowledge of policy development and analysis, government operation of all levels and organizational design and structure.
- Knowledge of northern institutions, government systems and administration, and ability to interact with other government departments, aboriginal organizations and community governments.
- Ability to conduct research, data manipulation and analysis.
- Strong organizational, project management, writing and editorial skills.
- Working knowledge in computer software application using software such as Microsoft Word, Microsoft Excel, Powerpoint and Microsoft Outlook.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in political or social science, communications or in a related field. A combination of education and experience may 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