



## JOB DESCRIPTION

<b>JOB TITLE</b>	Policy, Development and Project Coordinator
<b>DEPARTMENT / PROGRAM AREA</b>	Housing Programs
<b>REPORTING TO</b>	Manager of Housing Programs
<b>EFFECTIVE DATE</b>	April 2022
<b>SALARY</b>	Band 6

### JOB SUMMARY

Under the direction of the Manager of Housing Programs, this position is responsible to provide business support, financial support, and guidance for the development of policy, and new housing projects, as well as the planning and delivery of capital projects in accordance with relevant provincial and federal guidelines and legislation. This position is the liaison with both internal and external partners to ensure investment and strategic policies are developed (when necessary) and implemented for the betterment of citizens in the Nipissing District. This position will complete project inspections and design and implement a program that assists housing providers to effectively plan for and maintain their physical assets.

This position will analyse financial and performance information, provide expertise for the preparation and assessment of program budgets, contracts, project management, provincial and federal reporting requirements and department business needs and processes.

This position will conduct analysis, business modelling, and forecasting and provide recommendations to support decision-making processes related to program opportunities.

This position will assist with assessments and reviews of program performance to ensure investments in program projects are risk-managed and meet all requirements under legislation and program guidelines.

The position is responsible for supervising a small team of staff to deliver housing programs and initiatives on behalf of the DNSSAB. The position is also responsible for strategizing long term planning initiatives under the leadership of the Manager of Housing Programs.

### JOB DUTIES AND RESPONSIBILITIES

#### **Program Management:**

- Provides input into the financial, administration, oversight, analysis and expertise in policy development, housing development and project coordination to ensure the successful delivery of various programs and initiatives;

- Identifies viable projects and prepares business plans to support the Housing Programs Management team in decision-making, and develop funding requests;
- Provides business modelling and project support;
- Provides operating forecasts, develops and monitors suitable forecast models for various Housing programs as required;
- Participates in and make recommendations on program delivery and fiscal plans for various Housing programs, including new funding initiatives. Assists with monitoring and reporting regulatory requirements;
- Ensures compliance with provincial regulations, operating agreements, municipal by-laws, fire codes, and building standards in addition to DNSSAB policies, directives, and standards;
- Advises on issues and policies pertaining to maintenance and capital program administration and make recommendations to the Manager and/or Director of Housing Programs;
- Through strong working relationship with the Contract & Purchasing Specialist, acts as the main point of contact for Housing Programs related to the preparation and evaluation of Request of Proposals, Invitational Quotes and Expressions of Interest;
- Participates on various project teams and multi-partner projects;
- Writes and prepares Briefing Notes for approval by the Manager and/or Director of Housing Programs;
- Develops and maintains a risk management plan to identify areas of concern in various programs and recommends solutions and business process improvements;
- Researches and investigates new funding opportunities including energy grants that may assist in creating new housing or renovating/retrofitting existing community housing projects;
- Assists in the development of residential land development pro formas;
- Liaises with municipal planning and building departments and engineering and architectural firms for project specific purposes.

**Contract Management:**

- Acts as a liaison with DNSSAB's Contract & Purchasing Specialist in the development of contracts and other legal agreements and to settle disputes regarding contract interpretation, conditions and/or compliance with legal and reporting requirements;
- Administers monthly and quarterly reviews of contractual agreements to ensure fulfillment of obligations (milestones, deliverables and invoicing), service level standards, and compliance;
- Evaluates compliance with requirements and regulations, and maintains communication with all parties to ensure timely execution of contracts, and monitors ongoing obligations to limit performance slippage or disputes;
- Assists in maintaining an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules;
- Coordinates various contracts and contribution agreements related to capital projects to ensure the delivery of outcomes are in line with contract objectives, and customer requirements, including the reporting and status of objectives and the contract deliverables;
- Provides guidance and expertise on purchase proposals, non-disclosure agreements, purchase agreement, service contracts, memorandum of understanding, contract amendments (extensions and revisions) and change notices;
- Prepares contract briefs and revisions summarizing contractual requirements and financial commitments;
- Prepares draft reports for the Manager and/or Director of Housing Programs to provide the outcomes of competitive purchasing/bid processes.

**As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace that is free of all forms of harassment, discrimination and violence.**

## QUALIFICATIONS

- Diploma in Planning, Business Administration, Accounting, Finance, or Economics or an acceptable combination of education and experience;
- Minimum five (5) years of relevant experience in development, municipal land use planning, project management, financing and project planning;
- Two (2) years' experience directly supervising employees;
- Proficient knowledge of the provisions of the Ontario Building Code, National Building Code of Canada, Fire Codes, related Provincial Regulations, CGS zoning and related regulatory by-laws;
- Understanding of building construction design methods and specifications;
- Knowledge of Housing Services Act and Residential Tenancies Act legislations, regulations and design requirements;
- Knowledge of multi-residential property maintenance techniques and best practices;
- Demonstrates, understands and simultaneously meets the needs of many customers and stakeholders;
- Demonstrates organizational, analytical and problem-solving skills;
- Ability to work independently and function well in a team environment;
- Proficient in the use of Microsoft Office applications for report writing, data analysis, correspondence and presentations including, Word, Excel, Power Point, Outlook and SharePoint;
- Excellent written and oral communications skills, preferably in both official languages, including interpersonal skills in dealing with public employees and community stakeholders;
- Respect of confidentiality;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- May require flexibility of hours and location of work;
- Knowledge of program management design and continuous improvement;
- Proven partnership building abilities, on both a strategic and implementation level;
- Self-motivated individual capable of working independently and in teams in a dynamic work environment, and able to prioritize workload to meet inflexible deadlines;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders;
- Excellent presentation, organizational, time management, analytical, problem solving, decision making skills; and able respond to issues using sound judgment;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy.

## STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with

- organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
  - Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
  - Effectively manage and safeguard Board assets both tangible and intangible;
  - Be committed to the highest standards of ethics and business conduct;
  - Promote and protect the good reputation of the organization.