

# CITY OF HAMILTON

## HEALTHY & SAFE COMMUNITIES DEPARTMENT

### (HOUSING SERVICES DIVISION – INVESTMENT IN AFFORDABLE HOUSING - LOCATION – 350 KING ST. E.)

#### POLICY AND PROGRAM SPECIALIST

##### SUMMARY OF DUTIES

Reporting to the Manager, Investment in Affordable Housing, the Policy & Program Specialist contributes to a dynamic team of professionals and is responsible for analyzing, developing and recommending strategic options for affordable housing in Hamilton; strategic planning and development of broad/high-level operational policy for the effective and efficient delivery of affordable housing programs and services; and formulating and implementing affordable housing policies, programs and development strategies.

##### GENERAL DUTIES

Provides technical expertise to develop and administer housing policies and programs and creates and maintains housing partnerships leading to new housing development.

Provides advice to management on effective strategies, best practices and their application regarding municipal housing policy, housing development programs and practices and affordable housing policies and procedures.

Analyzes and formulates the City's response to changes in legislation and senior government policy frameworks regarding affordable housing and housing development including market housing and social housing as it relates to the City of Hamilton.

Researches, creates, recommends and implements long range strategies, housing policies and procedures that align with the City's Strategic Plan, Departmental Business Plan, Divisional Operational Plan and Housing Services Division mandate and mission.

Ensures policies and programs are developed and implemented in a manner reflective of current and leading trends, developments, legislative requirements and best practices in housing policy and residential development that are responsive to the needs of the community.

Develops policies, issue papers, procedures and programs consistent with City and Departmental/Division needs and requirements by collecting and analyzing information and researching best practices.

Reviews, analyzes and comments from a housing perspective on planning applications circulated by the Planning & Economic Development Department such as Official Plan policies, secondary plans, rental housing conversions, etc.

Develops, compiles and presents housing reports.

Provides policy guidance, education and information on housing issues for the Division, Department, City/Housing Hamilton and across the organization, including providing housing related comments on circulated plans and documents from other departments.

Develops and implements strategies that will improve program effectiveness and efficiency.

Assists in achieving Divisional goals and objectives and Departmental/City goals and objectives through the effective and efficient use of financial resources using best practice approaches.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. University Degree, preferably at the Master's level in Planning, Economics, Business, Geography, Social Policy/Planning or other related discipline, or a combination of education and related work experience.
2. Previous experience and knowledge in housing policy, issues and the residential development and land use planning process.
3. A thorough knowledge and understanding of federal, provincial and municipal legislation, policies, programs and practices in the full continuum of affordable housing and in residential development.
4. Previous experience and knowledge in research and information gathering including literature review, environmental scanning, best practice identification, community consultation and stakeholder analysis.
5. Demonstrated ability to work both independently with limited supervision and in a team setting.
6. Demonstrated ability to work under pressure and to meet deadlines and effectively manage multiple multi-disciplinary projects.
7. A very high level of communication skills, with a particular emphasis on excellent presentation and writing abilities.
8. Sound interpersonal skills and demonstrated good judgement.
9. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
10. Computer literacy in a Windows environment utilizing Microsoft Office XP (update using current terminology) applications; word processing and spreadsheets.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

\*\*\*\*\*