

Job Posting

Edmonton

Project Lead - Indigenous Housing Liaison Permanent Job Number: 47842

We are seeking an Indigenous Housing Liaison to join our project team. This position will be responsible for the leadership and administration of the City of Edmonton's Indigenous Affordable Housing Strategy, which includes goals and a dedicated grant program. As a Project Lead Indigenous Housing Liaison, you will foster relationships with the Indigenous housing sector, look for future opportunities for the community, and advance and promote the Indigenous Affordable Housing Strategy.

Your success will be measured by your ability to achieve results in a respectful, inclusive and service-minded way. With a focus on the [City of Edmonton's Cultural Commitments](#) to Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Assist in project development resulting from the implementation of the Indigenous Affordable Housing Strategy - this will include complex projects with a potential for significant social and financial impacts to the City
- Prepare reports and information on Indigenous housing and socio-economic trends to forecast housing needs in Edmonton
- Establish Indigenous-led affordable housing actions with advice from social service agencies, the Indigenous relations office, and other related sectors
- Undertake land use planning and land development work, including zoning requirements, site preparation and servicing, engagement, and real estate transactions
- Lead, and collaborate with Real Estate partners, procurement contracts and project servicing work
- Collect and analyze data, and draft Council reports related to the Indigenous Affordable Housing Strategy for the purpose of providing advice on the program and policy development
- Draft, finalize, and execute Affordable Housing Agreements in collaboration with Legal Services partners to ensure terms of affordability are met
- Manage communications from the Indigenous-led housing websites and business email
- Respond to project inquiries of a sensitive or complex nature from Council, senior administration, the general public, developers and contractors
- Undertake urban planning and project management work required to develop and recommend changes to policies and guiding documents
- Lead the hiring process of consultants and contractors using Professional Services Agreements (PSA) for the Project Development Team
- Coordinate and participate in meetings with Indigenous groups and governments, interdepartmental committees, Provincial and Federal Government agencies, and other partner agencies and groups with support and advice from our Indigenous Relations Office
- Build and maintain effective working relationships with and stakeholders and partners both internal and external to the organization
- Other duties as required of the role

Qualifications:

- Bachelor's degree in Urban Planning, Architecture, Business, or related discipline. A master's degree is an asset
- Four (4) years' progressively responsible related planning experience
- Expert knowledge of Indigenous histories and cultures within Treaty 6 territory including protocols, governance, attitudes of engagement, and current rights-based issues affecting Indigenous communities.
- Bilingual in English and a local indigenous language would be considered an asset
- Asset and portfolio management with the skill to prepare and present comprehensive plans, reports and submissions
- Demonstrated experience in handling projects or areas of specialization that are complex, highly sensitive and have significant future impact
- Capacity to manage parallel workflows and synchronize with other specialized projects, including significant knowledge of the practices and objectives of the City in regional planning issues related to the project/area of specialization
- Significant understanding of the inter-relationships among project activities in various disciplines, and of planning legislation and regulatory requirements
- Ability to effectively exercise discretion and independence in the interpretation and application of requirements
- Knowledge of urban design, land use planning and control
- Ability to provide recommendations on project feasibility, cost-effectiveness, regulatory conformance, and provide resolutions/recommendations to community disputes for programs or projects
- Ability to respond to inquiries of a sensitive or complex nature from Council, senior administration, the public, developers, and consultants.
- Ability to research, analyze data, and use critical thinking skills to support urban planning decisions
- Ability to find and/or negotiate solutions to complex issues while operating in a political environment
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Applicants may be tested

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

1 permanent full-time position

Hours of Work: 33.75 hours per week, Monday - Friday.

The weekly hours of work for this position are currently under review and may change at a future time. Any changes will be made in accordance with the City of Edmonton/Civic Service Union 52 collective agreement and the incumbent will be notified in advance.

Salary: \$48,106 - \$61,389 (Hourly); \$84,750.750 - \$108,152.070 (Annually)

Talent Acquisition Consultant: JP/JJ

Classification Title: Planner II

Posting Date: Sep 27, 2023

Closing Date: Oct 11, 2023 11:59:00 PM (MDT)

Number of Openings (up to): 1 - Permanent Full-time

Union : CSU 52

Department: Social Development

Work Location(s): 18th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Visit www.edmonton.ca/careers for information on how to apply