



Make working for  
The City work for you.



## Leader, Affordable Housing Policy and Strategy

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Leader, Affordable Housing Policy and Strategy, you will lead a team in the development and implementation of affordable housing strategies, policies, research and programs to create and improve affordable housing opportunities in Calgary. Primary duties include:

- Oversee the development, implementation and administration of the Corporate Affordable Housing Strategy and Implementation Plan, policy, research projects and community programs.
- Provide project management and content guidance on the execution of projects, ensuring they are delivered on time and on budget.
- Prepare and present recommendations to Council on affordable housing initiatives.
- Manage Human Resource functions such as recruitment, onboarding, training, career development, annual goal setting and conducting performance reviews.
- Communicate extensively with internal stakeholders and all levels of government; represent Calgary Housing on a variety of both internal and external boards, agencies and committees.
- Engage with public agencies, foundations, committees, non-profit organizations, and other levels of government to address issues of affordable housing and homelessness.
- Create and advocate for legislative, policy, program changes and funding required to address low-income and affordable housing needs.
- Actively participate in the annual business planning process and work to establish and implement operational business plan objectives, strategies and actions.

### Qualifications

- A degree in Public Administration, Business Administration, Planning, Social Work, or a related field is required.
- At least 8 years of experience in program management, strategic planning, housing experience and project management, including supervisory experience is required.
- A professional designation in project management will be considered an asset.
- Excellent communication, facilitation and engagement skills accompanied by strong interpersonal skills with the ability to build and maintain effective working relationships with diverse groups.
- You have the ability to manage multiple, constantly shifting priorities in a fast-paced environment.
- Demonstrated political and business acumen accompanied by proven leadership, negotiation, and conflict management skills.

### Pre-employment Requirements

- Successful applicants must provide proof of qualifications.
- Effective November 1, 2021, all City of Calgary employees must be fully vaccinated against COVID-19. For more information, please refer to the [COVID-19 Vaccination Policy](#).

Union: Exempt  
Position Type: Permanent  
Compensation: Level F \$88,307 – 135,252 per annum  
Hours of work: Standard 35 hour work week  
Audience: Internal/External

Business Unit: Calgary Housing  
Location: 615 Macleod Trail SE  
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.  
Apply By: January 14, 2022  
Job ID #: 304889

Apply online at [www.calgary.ca/careers](http://www.calgary.ca/careers)