

DEPARTMENT:	Climate Action, Planning and Development (CAPD)	STATUS:	Temporary Part Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	17.5 hours per week	SALARY:	\$42.45 - \$50.13 per hour

The City of New Westminster is seeking an experienced Planning Analyst – Data Analytics, to support the City’s Crises Response Pilot Project, which has been developed to: better support people in the community who are struggling with homelessness and living with mental health or substance use issues; connecting them to resources and services to address their diverse needs; addressing the externalities associated with the three crises; and, advocating to the senior levels of government to realize funding and resources. Reporting to the Manager of Homelessness, you will play a key role in establishing key performance indicators, collecting and analyzing data, informing advocacy activities and shaping the evolution of the pilot. This position will require you to have strong research and analytical skills and excellent written and verbal communication abilities. You are extremely comfortable in collaborating and engaging with external bodies, including Indigenous, faith-based, non-profit and provincial organizations and teams mandated to address these crises.

Duties and key work activities include:

- Informing all facets of data collection and analysis regarding the Crises Response Pilot Project.
- Researching and documenting relevant statistical information related to homelessness, mental health and substance use.
- Working closely with the Crises Response and Operations Support Teams regarding collecting, collating, and analyzing statistics related to their work.
- Working with Indigenous, faith-based, non-profit, and provincial outreach teams to obtain relevant statistical information.
- Preparing statistical reports and summaries for use by the Crises Response Policy Development and Advocacy Team.
- Preparing statistical reports and summaries for use by the External Consultant evaluating the Crises Response Pilot Project.
- Working with the Planning Division’s Senior Planning Analyst to understand City analytical tools, measures and data sets.
- Participating in meetings related to the Crises Response Pilot Project, particularly regarding service improvements, policy development and advocacy.
- Representing the City on external committees and working groups related to the three crises.
- Reporting and analyzing pilot project outcomes to inform progress and to shape its overall design and direction.

If you have many of these attributes, we would like to hear from you:

- Completion of a university degree in a related field such as planning, social planning, or other related discipline.
- Minimum of two years of previous experience related to designing, collecting, collating and analyzing complex data.
- Knowledge of promising practices in preventing and responding to homelessness.
- Excellent analytical, decision-making, and problem-solving skills.
- Proven ability in planning, policy development and priority setting.
- Proven ability to collaborate with external bodies on the collection of data.
- Proven ability to support internal and external communication strategies to educate and inform staff and the community.
- Highly developed written and verbal communication skills, including report writing, and presentation skills.
- Strong interpersonal skills with proven experience in consulting and engaging.

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by September 3, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.