



## Landlord Liaison (Contract - Up to 12 Months) - Job ID #2571

<b>Job Title</b>	Landlord Liaison (Contract - Up to 12 Months)	<b>Status / Job Type</b>	Contract Full Time
<b>Commission</b>	Comm Serv & Social Development	<b>Department</b>	Housing & Homelessness Serv.
<b>Union Affiliation</b>	NON-UNION - CONTRACT FULL TIME	<b>Number of Openings</b>	1
<b>Rate of Pay</b>	\$45.90 to \$57.37	<b>Benefits Entitlement</b>	Yes
<b>Hours of Work</b>	35 Hours Per Week	<b>Posting Date (4:30 pm)</b>	Feb 26, 2026
<b>Existing Vacancy</b>	New Position	<b>Closing Date (4:30 pm)</b>	Mar 12, 2026

### Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager of Housing Stability, the Landlord Liaison is responsible to oversee and facilitate the successful implementation of initiatives related to continuous improvement, program evaluation, data analysis, contract management, and project management.

The incumbent will liaise with Landlords, partners, and other city departments while working with the applicable Provincial and Federal Ministries regarding best practices. The incumbent will develop policy, procedures, implementation strategies, and evaluation processes and systems to support service delivery while ensuring compliance with federal and provincial legislation and regulations and local policy. The incumbent will support the coordination, administration, and oversight of the Community Housing Stability Worker program. The incumbent will also work with other Housing Stability staff and internal department stakeholders to support project implementation.

### Qualifications

- University Degree specializing in human services or related discipline with a strong focus in business/public administration, PLUS at least 5 years job related experience or an equivalent combination of education and

experience.

- Strong knowledge of budgeting, business accounting, financial processes / management and business planning.
- Experienced in contract administration and management with external parties for the delivery of services.
- Strong foundation in research, analytical, program planning and policy development and implementation and strategic and project planning.
- Demonstrated experience in forming strong relationships to work with community partners.
- Knowledge of housing stability and homelessness system, relevant legislation and funding programs.
- Knowledge of Project Management principles and practices, with the ability to execute complex and multi-year policies and plans.
- Solid knowledge of community planning.
- Experience in applying change management principles and methodologies and the ability to lead, manage and support change as well as influence and motivate internal and external stakeholders.
- Highly developed communication skills, both oral and written; proven ability to present to and facilitate discussions with various audiences both internal and external
- Superior organizational, facilitation, consultative, presentation and problem solving skills.
- Advanced knowledge of relevant software programs, spreadsheet applications, computerized accounting systems and all current office productivity software.
- Knowledge of technology systems used to support the delivery of Housing Stability programs in Ontario and of provincial/federal financial information systems, including HIFIS and TPON is highly beneficial.
- Detailed knowledge of provincial/federal program service contracting processes and templates, including provincial/federal budgeting submissions, quarterly and year-to-date reporting, annual reconciliations and outcome management tracking.
- Proficient in preparing proposals, contracts, work plans, and budgets.
- Excellent interpersonal skills, tact and diplomacy and the ability to interact with a broad sector of people to lead a complex collaborative project.
- Strong multi-tasking and decision-making skills, the ability to work independently as well as a member of a team and demonstrated ability to think critically, analyze and evaluate data for planning purposes.
- Experienced in computer applications including MS Office, MS Project, Excel.
- Valid G class driver s license and access to a reliable vehicle.
- Criminal reference check with vulnerable sector clearance.
- Must possess thorough knowledge of current relevant Legislation, Standards, Acts, and related Provincial frameworks.
- Possess a valid Class 'G' driver's license in good standing during the course of employment.
- Incumbents must maintain the ability to travel to various locations for meetings and other business reasons.
- Satisfactory Police Vulnerable Sector Check.

STANDARD WORK WEEK: 35 hours per week. Occasional overtime work is required.

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.