

Project Officer (Research & Statistical Officer 3)

Competition # : 49747

Department: Growth and Development

Location: HALIFAX

Type of Employment: Term

Union Status: NSGEU - NSPG

Closing Date: 10-Sep-26 (Applications are accepted until 11:59 PM Atlantic Time)

About Us

The [Department of Growth & Development](#) drives economic growth and productivity by creating the conditions for communities, businesses and households to thrive. The Department works with key partners to foster a dynamic environment that supports housing innovation and sector development, providing the necessary solutions to grow our population and economy.

The Department is also responsible for ensuring the availability of safe, suitable, and affordable housing for all Nova Scotians. Our work involves making strategic investments, leveraging new funding, and building on critical partnerships to help further position ourselves to meet current and future housing challenges.

About Our Opportunity

We are hiring a highly motivated and skilled Project Officer to join the Housing Programs and Services division at DGD. Your role will involve project management, policy analysis, and evaluation to support the work of the team that delivers a diverse range of housing programs.

In this role, you will play a pivotal part in leading or supporting projects that may result in new programs or improvements to existing programs or operational innovations. By providing reliable and relevant data, conducting research and evaluating information to inform program objectives, and applying project management rigour to initiatives, you will have the chance to shape policies and programs that positively impact our department and the communities we serve.

Primary Accountabilities

- Lead or support projects critical to the success of the Housing Programs and Services team, from initiation through to close and lessons learned.
- Conduct specialized and complex statistical research and program analysis, resulting in the development of outcome evaluation frameworks and innovative policy and program options.
- Formulate well-informed policy and program recommendations based on thorough research and analysis, incorporating various methodologies and stakeholder consultations.

- Provide comprehensive analysis of policy options, presenting clear summaries, recommendations, and reports on a diverse range of complex issues, programs, and services.
- Design and implement data collection procedures to gather and analyze essential information
- Assist in the design of performance and outcome measures, accountability reports, and key performance indicators to enhance the effectiveness of programs and policies.
- Coordinate and prepare clear, accurate, and timely ministerial briefing materials and cabinet submissions, presentations, and other correspondence.
- Effectively communicate and promote program information to external stakeholders through various channels (e.g., online, virtually, print materials, and in presentations).
- Stay informed on promising practices related to housing programs and innovations from jurisdictions across Canada and around the world and share findings with the team.

Qualifications and Experience

You have completed a bachelor's degree and have five (5) years of related experience in policy, programming, and research; or an equivalent combination of education, training and experience.

You must demonstrate:

- Proficiency in data analysis, research, and program evaluation.
- Project management experience.
- Excellent interpersonal skills for engaging with staff at all levels and collaborating with various stakeholders.
- A knack for developing innovative solutions.
- Experience in policy formulation, providing recommendations, and evaluation frameworks
- Ability to link research findings to organizational objectives.
- Proficiency with Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook

We will assess the above qualifications and competencies using one or more of the following tools: written examination, standardized tests, oral presentations, interview(s), and reference checks.

Equivalency

We recognize equivalent combinations of training, education, and experience, providing opportunities for individuals with diverse backgrounds to contribute their skills and expertise. Equivalencies include, but are not limited to:

- A completed Master's degree along with three (3) years of related experience;

- A related 2-year diploma and seven (7) years of related experience.

Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Benefits

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as a [Defined Benefit Pension Plan](#), Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

Working Conditions

Most of your time is spent in a comfortable office setting. Your normal work week is 35 hours/week, 7 hours/day

Additional Information

This is a term employment opportunity with an anticipated end date of October 1, 2027. The appointment status ('term', 'temporary' or 'casual') is dependent on the start date of the successful candidate.

What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career
- Engaging workplace: our Employees feel valued, respected, connected, and tuned in, we have forward-thinking policies and strategies
- Countless career paths

Pay Grade: PR 13

Salary Range: \$2,805.63 - \$3,410.48 Bi-Weekly

Employment Equity Statement: Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians, Persons of African Descent, Racialized Persons, Persons with Disabilities, 2SLGBTQIA+ Persons and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

Accommodation Statement: We are committed to providing an inclusive and accessible recruitment process. Candidates may request accommodations based on any grounds protected by the Human Rights Act. If you require an accommodation

throughout the recruitment process, please contact us at competitions@novascotia.ca.