

## JOB DESCRIPTION

BCGEU

1. Position No. 81541	2. Descriptive Working Title PERFORMANCE ANALYST		3. Present Classification AO3
4. Division Business Administration Team	5. Branch/section Development & Asset Strategies	6. Proposed classification	Date May 2019
7. Pos. No of Supervisor 81206	8. Descriptive Work Title of Supervisor Manager, Business Performance		9. Classification of Supervisor Excluded Management
10 Job Summary:			

The Performance Analyst is responsible for the development, implementation and maintenance of business models and tools to capture project and financial information for programs and projects delivered by the Development and Asset Strategies Branch. The position monitors, analyses, evaluates and reports on project, program and financial performance and provides recommendations and options for the effective use and optimization of program budget allocations. The position also performs quality control evaluations, data integrity / audit compliance reviews and implements plans for process improvement.

11. Duties:	<ol style="list-style-type: none"> <li>1. Designs, develops, implements, monitors and maintains business models and tools to support the business activities of the Branch, including data capture and reporting systems that accurately reflect operational and financial activities and commitments for Branch initiated projects and programs.</li> <li>2. Extracts and analyzes data from BC Housing's core systems such as JD Edwards, CPS and Asset Planner and uses business intelligence tools such as WebFocus or PowerBI.</li> <li>3. Generates and analyzes program and project reports for internal and external stakeholders and provides data and background information for incorporation into Ministerial, corporate and other stakeholder information requests.</li> <li>4. Conducts research, evaluations and prepares background materials and draft reports for Branch Senior Management.</li> <li>5. Assesses reports, trends, statistics and issues that may impact accomplishment of Branch objectives and targets and provides mitigation options to Branch Senior Management.</li> <li>6. Provides training and support for project budget entry and cash flow maintenance to Branch staff.</li> <li>7. Completes monthly financial reporting and reconciliation for project spends related to Development and Asset Strategies projects, including new development, maintenance and rehabilitation, real estate and other areas as required.</li> <li>8. Maintains and reviews cash flow reporting for all projects and assists with preparation of the Annual and Quarterly Capital Board of Commissioners reports.</li> <li>9. Monitors funding allocations and cash flow actuals against forecasted data and reports on variances and recommends strategies for compliance.</li> <li>10. Identifies various project and program savings and provides recommendations and options for utilization and reallocation.</li> </ol>
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11. Participates in the year end project and program reconciliation process, as well as the annual budget process, providing advice and recommendations to budget managers.
12. Performs quality control evaluations and data integrity/audit compliance reviews.
13. Assists with the planning process for the development of some of the Branch's key planning documents, including the Annual Capital Plan, Branch Plan and Risk Registry.
14. Responsible for representing the Branch on cross branch business initiatives. Initiates and facilitates working group sessions to identify long and short term business objectives, problems and issues.
15. Performs other related duties that do not affect the nature and scope of the work, including participating on project task teams or assisting with special assignments.



BC Housing

**STAFFING CRITERIA**

1. Position No.	2. Descriptive Working Title  PERFORMANCE ANALYST	3. Present Classification  AO3
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4. Education:

Bachelor’s degree or advanced diploma in a related field (e.g. commerce, accounting, finance, economics, computing science)

5. Knowledge and Skills:

**Core Competencies:**

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Sound knowledge of the philosophies, principles and practices of business planning, project management and risk management

Sound knowledge of the principles and practices associated with the planning, development and construction of multi-unit residential housing

Sound knowledge and understanding of the Commission’s mandate, programs and operating requirements

Advanced knowledge of Excel and Word and internal systems relevant to the Branch

Strong research, analytical, conceptual thinking, and problem solving skills

Effective communication, report writing, presentation and interpersonal skills

Ability to assess Branch requirements and develop and manage models, systems and tools to support the business activities of the Branch

Ability to plan and manage small to medium sized projects or portions of larger projects

6. Experience:

Minimum 4 years progressively more complex and responsible work experience, with emphasis in financial analysis, reporting, budgeting and forecasting functions.

An equivalent combination of education, training and experience acceptable to the employer may be considered.

7. Occupational Certification