

1. Position No. 81218	2. Descriptive Working Title Executive Assistant	3. Present Classification Excluded Support	
4. Branch Real Estate & Portfolio Renewal	5. Department DEVELOPMENT & ASSET STRATEGIES	6. Proposed Classification	Date August 2018  Revised Sept 2020
7. Position No. of Supervisor 81168	8. Descriptive Work Title of Supervisor Executive Director, Real Estate & Portfolio Renewal	9. Classification of Supervisor Excluded Management	

### SCOPE OF THE ORGANIZATION

The British Columbia Housing Management Commission (BC Housing) is a crown agency of the provincial government and is responsible for providing a range of housing programs for British Columbians. BC Housing, together with its partners, works across the housing continuum to: ensure the most vulnerable have housing and support options that provide stability and maximize independence; increase the supply of affordable and supported housing options for people with low and moderate incomes; administer rent assistance programs; oversee the management of provincial housing properties and programs; support strong non-profit and Indigenous housing sectors; and provide a licensing system in which residential builders achieve a high bar of professionalism. BC Housing has an annual budget of \$1.45 billion in 2019/20 and assists more than 110,400 households in over 300 communities throughout the province. BC Housing seeks sustainable housing solutions that are supported by excellence in service delivery and research, and that take into account social, financial and environmental impacts.

The Development and Asset Strategies Branch is responsible for facilitating an increased supply of community-based affordable housing across the province by planning and implementing provincial and joint provincial/federal affordable housing supply programs involving non-profit societies, other levels of government and private enterprise. The Branch plans, organizes, directs and controls construction activities of various development projects, and approves all contracts and expenditures from project initiation, design and construction, through to occupancy. The Branch is also responsible for developing and implementing a province-wide strategy and business model for the redevelopment, improvement and sustainability of BC Housing's social housing stock. The Branch enforces standards and guidelines for land acquisition, project design and construction, and ensures due diligence of the entire housing development, renovation and re-development process. The Branch acts as a centre of expertise in the areas of building design, construction and energy sustainability, and ensures all BC Housing properties, including existing buildings and new construction, meet green building design and energy performance standards and objectives. The Branch also provides capital needs assessment and project management services to non-profit societies and cooperatives, Canadian Mortgage and Housing Corporation and other government ministries and public sector organizations.

### POSITION SUMMARY

Reporting to the Executive Director (ED), Real Estate & Portfolio Renewal, the Executive Assistant is responsible for managing the efficient administration of the office. The position oversees the flow of information within the department, prepares correspondence for the ED, manages calendars, and prepares reports and presentations. The position provides information, carries out research on projects on behalf of the ED and resolves issues on behalf of the ED, prepares submissions, tracks financial commitments, coordinates department events, and oversees the purchase of goods and service required by the department. The EA acts as administrative liaison with other branches and external contacts.

**MAJOR RESPONSIBILITIES**

1. Assesses the urgency and importance of various issues including high profile and sensitive matters that require the attention of the ED. Acts as the key contact person for general telephone and website enquiries for the Real Estate Service & Portfolio Renewal department.
2. Manages the flow of information between the Executive Director, the management team and the department. Responsible for confidential assignments on behalf of the ED and updates the ED on the items of concern. Creates correspondence for the ED some of which are sensitive or confidential including responses to grievances, disciplinary letters involving suspension or dismissal, and other documents of human resource and labour relations impact.
3. Reviews department Executive, Provincial Rental Housing Corporation (PRHC), and Board of Commission (BOC) submissions to ensure completeness and compliance of BC Housing policies and guidelines, arranges for approval, and for submissions to be added to the Executive Committee agenda.
4. Coordinates vacation and flex schedules for the department to ensure sufficient staff coverage at all times within each professional and administrative level; approves electronic time submissions on behalf of the ED and submits the ED's e-Time and sub pay forms.
5. Manages administrative tasks for the ED including submission of travel expenses, monthly p-card reconciliation, travel arrangements, scheduling of meetings, and the preparation and/or creation of presentations and reports.
6. Assists the Department with their business system updates to meet evolving needs. Generates reports and provides analytical recommendations to ED and management team on the feasibility and progress of development projects.
7. Works with the ED to create performance documents for staff and ensures performance plans are brought forward for quarterly review with the ED.
8. Acts as administrative liaison and maintains a positive working relationship with other branches/departments and external stakeholders, including representing the department on committees and in meetings;
9. Works collaboratively with the other departmental Executive Assistants to ensure branch wide projects, events and tasks are completed in a timely manner. Also provides back up support for the other Executive Assistants in the branch as needed.
10. Works closely with the Riverview Project Team to develop business and reporting tools, to stream line work orders, to provide accounting support in the areas of contract administration, invoice and payment processing, cheque requisitions and budget management and to implement processes to ensure the segregation of accounting duties in accordance to general accounting principles.
11. Assists the Riverview Project Team with general administration tasks including team meetings and minutes, filing, meeting and travel arrangements, catering, legal document collection in relation to ongoing litigative matters, distribution of materials and the writing and publishing of policies and procedures.
12. Attends off site meetings with members of the management team to provide minute taking and coordination of events.
13. Participates in the planning of events to host the public, including securing venues, catering, advertising, A/V systems and presentation materials.
14. Plans and coordinates department meetings, lunch and learns, team building events, including establishing agendas, coordinating and distribution of materials, catering, accommodations and travel arrangements.
15. Performs other related duties that do not affect the nature of the job.

## **ORGANIZATION**

The position reports to the Executive Director Real Estate Strategies & Portfolio Renewal.

No staff report to the Executive Assistant.

## **QUALIFICATIONS**

### **Education, Experience and Occupational Certification**

College diploma in commerce or business administration. Courses and/or work experience in the housing and/or real estate development and/or construction industry preferred.

Considerable experience in managing the administrative aspects of the office of a senior executive, preferably for a public sector organization operating within a fast paced, complex environment.

Or an equivalent combination of education, training and experience acceptable to the Employer.

### **Knowledge, Skills and Abilities**

#### **Core Competencies:**

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

Sound knowledge of the principles and practices of managing the administrative activities for the office of a senior level Director.

Considerable knowledge and understanding of the Branch's policies, programs and operating requirements and of provincial government contractual management policies and procedures.

Good understanding of the management, business and administrative practices of property management, project development processes and/or support service projects and operations.

Ability to exercise sound judgment, diplomacy and tact in dealing with confidential matters.

Ability to foster strong working relationships with internal and external stakeholders to accomplish objectives.

Ability to manage multiple issues and projects, co-ordinate work with others, keep senior management apprised of major issues and adapt to changing priorities.

Ability to develop solutions and recommendations using sound judgment and political awareness.

Ability to work independently with limited supervision, research and assess issues.

Effective conflict resolution, consensus building and interpersonal skills.

Excellent verbal and written communication, organizational, analytical, problem solving, time management and expediting skills.

Good understanding of IT systems and excellent computer skills, including a high level of technical proficiency with Microsoft Office products including Word, Excel, Powerpoint, and Project.