

1. Position No. 81181	2. Descriptive Working Title Manager, Indigenous Asset Management		3. Present Classification Excluded Management
4. Branch Development & Asset Strategies	5. Department Indigenous Asset Management	6. Proposed Classification	Date Revised Aug 2020
7. Position No. of Supervisor 80299	8. Descriptive Work Title of Supervisor Director, Indigenous Asset Management		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 social housing across the province by planning and implementing provincial and joint provincial/federal affordable housing supply programs involving partnerships with non-profit societies, community groups, 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. In addition, the Branch 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.

The Branch also leads and manages the operation of the Housing Hub, the goal of which is to bring partners together to create affordable rental and owner-purchased housing for British Columbians. The Office works together with prospective housing developers and other levels of government to confront the most serious barriers to the creation of affordable homes in the province. It partners with non-profit societies and for-profit sectors, faith groups, owners of existing housing, federal and local governments and others to find and use or re-use available land in areas experiencing housing affordability challenges; provides a clearing house for financial partners seeking secure investments in housing; acts as project coordinator/facilitator for landowners who are not experienced developers but want to create affordable housing at a reasonable cost and with a reasonable rate of return while benefiting their community; and enables access to Provincial land for affordable housing and offers low cost financing, both of which improve housing affordability for British Columbians. The Office works with the Union of BC Municipalities to streamline development and approval processes for approved affordable homes, and with the provincial government to reduce or remove unnecessary barriers created by provincial regulations and policies.

POSITION SUMMARY

Reporting to the Director, Indigenous Asset Management, the Manager, Indigenous Asset Management manages the BC Housing delivery of multi-year collaborative asset management agreements with First Nations and/or Indigenous organizations. The Manager delivers on BC Housing's contractual commitments in the areas of asset management knowledge transfer and capacity development, leading a team of internal and external partners, including technical staff. The position develops and implements training plans in the areas of asset condition assessments, data management, capital planning, maintenance and energy management, procurement, construction standards, project management and commissioning. Collaborating with elected officials and senior leadership, the Manager works to set and achieve joint deliverables and objectives related to improving the quality of Indigenous housing in the province.

MAJOR RESPONSIBILITIES

1. Manages the delivery of the asset management knowledge transfer and capacity building program, which includes undertaking capital planning and managing capital projects, implementing energy and sustainability initiatives, implementing preventive maintenance protocols and schedules for conducting condition audits, developing construction and procurement standards, and managing asset management data. Conducts knowledge sharing in capital project business case development and applications for available funding.
2. Manages the planning and delivery of BC Housing's commitments related to established partnerships with First Nations and/or Indigenous organizations, for assigned projects and initiatives.
3. Oversees and supports workforce development for the Project Manager and First Nations and/or Indigenous organizations staff in areas of personal and technical skills training to achieve fluency in asset management best practices. Ensures all reference materials, template documents, and training plans are up to date.
4. Collaborates with elected officials, senior leadership, the Project Manager and staff to achieve the joint deliverables and objectives as established through First Nations and/or Indigenous organization partnerships. Develops and maintains effective working relationships across a spectrum of Indigenous Peoples beyond those directly involved in partnerships including Elders, Hereditary Chiefs, Matriarchs, and membership.
5. Collaborates with First Nations and/or Indigenous organizations to co-develop an asset management framework that aligns with established partner's asset management vision, strategy and action plans. Introduces asset management metrics and ongoing performance management reporting to committees and/or council.
6. Provides critical guidance and training to team members and project staff on knowledge of social and cultural practices of First Nations and/or Indigenous organizations and on best practices in navigating politically sensitive situations.
7. Oversees the development of all reports on the progress of anticipated outcomes related to the partnership commitments.
8. Manages BC Housing's delivery of knowledge sharing related to partnership commitments and implements information sharing protocols between the parties.
9. Engages the technical support of the other departments within the branch and Operations to ensure that BC Housing's commitments through the partnership agreements meets the needs of First Nations and/or Indigenous organizations.
10. Participates in the development of modernization and improvement policies, standards and processes, and advises on their appropriate application and implementation with First Nations and/or Indigenous organizations.
11. Supports the Director, Indigenous Asset Management in providing asset management delivery advice to the Associate Vice President and recommends short, mid, and long-term plans to ensure effective and appropriate allocation resources to the various programs and initiatives.
12. Supports the Director, Indigenous Asset Management in providing advice and expertise to the Commission on various technical and non-technical Indigenous capital asset management issues.

13. Maintains an up-to-date knowledge of changes in building technology, regulatory current code requirements and proactively seeks ways to improve the quality of structure design and function to support partnership commitments.
14. Supervises the work of staff in accomplishing the business activities of the program area. Creates an environment that allows for a supportive and progressive attitude among staff and promotes improved performance through counselling and coaching and by ensuring that staff is provided with information and training necessary for the conduct of their assigned duties. Completes performance evaluations, determines performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Has significant input into hiring, promotion and demotion decisions, recommends changes in compensation of staff and authorizes overtime. Resolves grievances up to the second stage of the grievance process. Identifies to senior management appropriate collective agreement wording to serve the employer's interests in achieving operational goals and objectives and may participate on the negotiating committee as a management representative. Determines resources required to fulfil operational requirements, develops staffing plan, and recommends staffing levels to accomplish objectives, including revisions to staffing levels as necessary as operational requirements change.
15. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

There are two positions reporting to the Director, Indigenous Asset Management: Manager, Indigenous Asset Management and an Administrative Coordinator.

Reporting to the Manager Indigenous Asset Management is one Project Technologist.

QUALIFICATIONS

Education, Experience and Occupational Certification

Applied technology degree in architecture, engineering, building technology or related field from a recognized technical college or university.

Considerable experience in capital planning, asset management, project management, project delivery, maintenance management, and condition assessment, including implementation and execution of capacity building framework.

Experience working with First Nations and/or Indigenous groups.

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

Leadership Competencies

- Alignment & Results
- Team Development
- Relationship Building/Management

Considerable knowledge of capital planning strategies, models, practices and techniques.

Considerable knowledge in project management and contract management practices, and in managing significant assessment, repair and renovation construction projects.

Considerable knowledge and understanding of building codes, building design, and principles and practices related to the construction, development, remediation and renovation of single family and multi-unit residential buildings.

Working knowledge and understanding of BC Housing's programs and operating requirements.

Ability to communicate and relate effectively with First Nations and other stakeholders such as contracted services, association representatives, other government agencies (local and provincial) and the public.

Ability to demonstrate cross cultural awareness of First Nation social and cultural practices

Ability to develop cash flows and budgets and plan and coordinate the implementation of program activities, analyze and solve issues and make timely decisions.

Ability to manage multiple projects, coordinate work with others and adapt to changing priorities.

Ability to lead, coach and motivate staff in a team setting and provide direction to contracted consultants.

Well-developed supervisory, communication and interpersonal skills.

Well developed negotiation, conflict resolution, problem solving and project management skills

Intermediate level skills in relevant software applications applicable to the work.

Valid Class 5 Driver's License