

**JOB DESCRIPTION**  
BCGEU

1. Position No. 80373	2. Descriptive Working Title Agreement Specialist		3. Present Classification AO 2
4. Division Corporate Services	5. Branch/section Program Planning	6. Proposed Classification AO 2	Date Aug 2019 Revised Dec 2020
7. Position No. of Supervisor 80737	8. Descriptive Work Title of Supervisor Manager, Housing Provider Agreements		9. Classification of Supervisor Excluded Management
10. Job Summary:			

The Agreement Specialist is responsible for the development and issuance of a variety of operating agreements and related documents for a wide range of housing programs delivered and managed by BC Housing's non-profit and private sector partners. He/she/they demonstrates an understanding of the requirements of internal business areas, program frameworks and project elements in the delivery of assigned duties.

11. Duties:
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1. Gathers the information for requested agreements, conducts the necessary research to determine project requirements and creates agreements based on standardized templates
2. Prepares agreements, including templates, amendments and terminations as necessary, ensuring the operational needs of customers are met
3. Provides advice and recommendations to internal clients and non-profit partners regarding agreements, including interpretation of agreement language and suggestions for template modifications
4. Analyzes agreements and related documents and providing recommendations, including the interpretation of leases, memorandums of understanding, certificates of title, legislation and other BC related documents, where required
5. Works with various business areas to clarify project details, service expectations and requirements for agreements
6. Assists staff with resolving agreement issues such as non-compliance (E.g., Outline available dispute resolution options)
7. Establishes effective stakeholder relationships with internal staff and housing providers and maintains effective communications in order to accomplish objectives
8. Assists with developing, maintaining and monitoring document management and property related databases created for the management of agreements
9. Provides technical expertise and support for agreement related systems
10. Continuously ensures familiarity with all existing agreements and BC Housing programs
11. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments

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4. Education, Training and Experience		

Bachelor degree or advanced diploma in public policy, social sciences, law, business administration or other relevant discipline

Minimum three years experience in drafting and interpreting agreements or similar documents, or in the preparation and management of agreements.

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

5. Knowledge and Skills:	
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge and understanding of Social Housing Agreements and related social housing programs at the federal and provincial levels is an asset
  - Sound understanding and skill working with document management tools and relevant computer database systems, including proficiency in MS Office (Word, Excel, Outlook)
  - Ability to learn and understand BC Housing agreement templates, programs, and related documentation
  - Ability to analyse contractual requirements and prepare contracts, and provide advice and guidance
  - Ability to seek out required information problem solve routine and non-routine matters
  - Ability to establish and maintain constructive working relationships externally and within the organization, and exhibit diplomacy and tact in the resolution of issues
  - Ability to perform in a demanding atmosphere under pressure of deadlines
  - Strong analytical, problem solving and decision-making skills
  - Strong attention to detail and time management skills
  - Effective written and verbal communication and interpersonal skills to liaise with government staff, legal counsel, industry stakeholders, and internal staff

6. Occupational Certification	
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