

JOB DESCRIPTION

BCGEU

1. Position No. 32018, 23008	2. Descriptive Working Title Program Analyst		3. Present Classification AO 2
4. Department Program Planning	5. Branch/Section Corporate Services	6. Proposed Classification	Date May 2017 Revised January 2021
7. Position No. of Supervisor 80092, 80232	8. Descriptive Work Title of Supervisor Senior Program Analyst		9. Classification of Supervisor AO 4
10. Job Summary:			

Reporting to the Senior Program Analyst, the Program Analyst supports the Commission's Program Planning department to improve the delivery and management of social housing and homelessness programs across the province. The position supports complex projects, including the development of new programs, and re-engineering existing programs, delivery strategies, policies, and resources. He/She/They conducts constitution and bylaw reviews, surveys and analyses of program planning issues, writes complex analytical reports, and presents findings to improve and ensure effective program delivery. The incumbent works collaboratively with all Branches to ensure effective implementation across a diverse regional structure.

11. Duties:	
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1. Conducts research, analysis, and assesses effectiveness of current programs in achieving objectives. Develops or improves policies, standards, resource materials, and performance measurements to ensure program objectives are met.
2. Works collaboratively with other Branches to develop plans and strategies for the roll-out of new programs, including delivery, policies, procedures, training and support, program resources, tools, and performance indicators to ensure effective program delivery by both BC Housing and housing providers.
3. Gathers information regarding a variety of program planning issues. Conducts surveys and evaluations, including in-depth analyses (e.g. cost –benefit, economic, risk management) in support of initiatives. Researches and prepares position papers, provides background information for briefing notes, writes complex analytical reports, and presents findings and/or proposed solutions for consideration by Program Planning managers and other business areas, as required.
4. Maintains current knowledge of developments in the non-profit social housing sector, including proposed legislative and regulatory changes, and other factors that could potentially impact the Commission.
5. Participates in the preparation and development of written materials, ministerial briefing notes, presentations, manuals, guides, program frameworks, training materials and other documents.
6. Responds to routine inquiries from internal stakeholders regarding program policies, forms, and processes.
7. Reviews the housing provider's constating documents for compliance with BC Housing requirements. Liaises with internal staff, housing providers and their legal representatives to negotiate acceptable provisions. Provides advice regarding relevant legislation, policies and procedures.
8. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

1. Position No. 32018, 23008	2. Descriptive Working Title Program Analyst	3. Present Classification AO 2
4. Education, Training and Experience		

Diploma in business administration, social sciences, or other relevant discipline.

Considerable experience in public policy, planning, or finance.

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

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge of relevant legislation, including BC Housing Regulation, Society Act/Regulations, Cooperative Association Act, and Business Corporations Act
 - Excellent judgement and decision-making skills
 - Strong interpersonal skills
 - Strong analytical, research, problem-solving and organizational skills
 - Excellent verbal and written communications skills
 - Proficient in the use of computer applications including Microsoft Excel, Word, Outlook and PowerPoint
 - Ability to exercise attention to detail
 - Ability to work independently or as part of a team
 - Ability to build and maintain effective relationships with internal staff and external stakeholders
 - Ability to present information clearly and concisely

6. Occupational Certification
