

JOB DESCRIPTION
MANAGEMENT EXCLUSION

1. Position No. 80860	2. Descriptive Working Title Advisor, Strategic Planning and Reporting		3. Present Classification Excluded Management
4. Branch Executive Office	5. Department/Section N/A	6. Proposed Classification	Date July 2019 Revised April 2021
7. Position No. of Supervisor 80495	8. Descriptive Work Title of Supervisor Director, Executive Office		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 delivering a range of housing programs for British Columbians. BC Housing works in partnership with the private, non-profit and co-operative sectors, Indigenous communities, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. New housing is created across the housing continuum, from supportive housing for the homeless to affordable rental and owner-purchased housing for middle income British Columbians. BC Housing also has responsibilities related to licensing of residential builders, home warranty insurance, and research and education to improve the quality of residential construction and consumer protection. BC Housing's annual budget in 2020/21 is \$1.6 billion, with approximately 117,616 households benefitting from affordable housing programs in over 300 communities across the province.

In delivering on our strategic direction and mandate, BC Housing is also committed to working in partnership with Indigenous peoples to embrace and implement the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. BC Housing is also committed to taking action towards the goals of equity, diversity, inclusion and belonging in the work we do, involving employees, our partners and the people we serve through our programs and services. BC Housing's commitment to sustainability is reflected in our livegreen Housing Sustainability plan.

The Executive Office provides support to the Chief Executive Officer (CEO) in the overall management of the Commission in the areas of strategic/corporate planning, sustainability planning, enterprise risk management, reporting on corporate performance, and administrative coordination and support. It also provides strategic and operational support to the Board of Commissioners in carrying out its responsibilities related to good governance, oversight, strategy development, legislated accountabilities and reporting requirements. The Executive Office focuses on building relationships and multi-level partnerships with stakeholders, government and Indigenous communities, and maintaining constructive working relationships with the housing sector. It also liaises with Corporate Communications on issues management and media relations.

POSITION SUMMARY

Reporting to the Director Executive Office, the Advisor Strategic Planning and Reporting is responsible for leading and supporting planning processes for the development of BC Housing's key planning documents including the service plan, corporate plan and sustainability plan, as well as the Annual Service Plan Report. He/She/They plays a key role in supporting senior management and the Board of Commissioners, and is responsible for preparing briefing notes, presentations, correspondence and other reports to address complicated, sensitive and high-profile issues and support the Commission's business activities. The Advisor carries out complex research and policy analysis activities, and responds to various sensitive and urgent corporate issues, requiring the establishment of good working relationships with employees, senior management, ministry and Minister's Office contacts.

MAJOR RESPONSIBILITIES

Strategic Planning and Reporting

1. Leads and/or supports planning and approval processes involved in the preparation of BC Housing's Service Plan and other plans or processes as required. Organizes and prepares materials for employee, management and board planning sessions, summarizes and analyses results, writes reports and performs other related tasks. Leads or facilitates initiatives to improve planning and approval processes across the organization.
2. Leads the preparation of the Annual Service Plan Report as well as other corporate reporting documents. Gathers data and information provided by the different Branches, reviews the documents for accuracy and consistency, liaises with government contacts to gather/confirm information, meets deadlines associated with various approval dates.

Research, Analysis and Writing

3. Carries out complex research, policy analysis and report writing for various matters, including briefing notes, correspondence, or reports for the Minister, Chair or Chief Executive Officer.
4. Resolves a broad range of corporate issues and queries that come forward from various sources including the Board of Commissioners, Minister's Office, Ministry staff or the general public, and ensures the Chief Executive Officer and Chief Advisor Strategic Planning, Governance and Sustainability are aware of key/critical issues requiring immediate attention.

Executive Office Support

5. Prepares presentations and speaking notes regarding a variety of complicated and sensitive matters for the Chief Executive Officer, Board Chair or others as required.
6. Liaises with ministry, non-profit and co-op housing partners, tenants and applicants on a variety of sensitive and complex issues relating to the work of BC Housing.
7. Represents the Executive Office by conducting special studies, making presentations and participating in internal and/or external task groups and committees as required.

ORGANIZATION

The Advisor, Strategic Planning and Reporting reports to the Director, Executive Office.

No positions report to the Advisor – Strategic Planning and Reporting.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in Public Administration, Public Policy, Urban Planning, Political Science or a related discipline.

Considerable experience in managing multiple complex issues and projects and supporting senior level management with an emphasis on issues resolution, strategies and priorities.

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

Knowledge, Skills and Abilities

Core Competencies:

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

Considerable knowledge and understanding of the philosophies, principles and practices of strategic planning, research, policy analysis and issues management.

Considerable knowledge of social housing and social policy in delivering social housing programs throughout the province.

Excellent problem solving, decision making, organizational and time management skills.

Excellent research, analytical and report writing skills.

Excellent communication (verbal and written), presentation and interpersonal skills

Excellent computer skills.

Ability to learn the Commission's mandate, programs and policies in delivering social housing programs throughout the province.

Ability to plan and lead complex projects and issues.

Ability to establish and maintain positive and effective working relationships with management, employees and a wide variety of external parties and stakeholders.

Ability to exercise sound judgement, and demonstrate tact, diplomacy and discretion in dealing with high profile, sensitive, confidential and urgent matters