

**JOB DESCRIPTION**  
MANAGEMENT EXCLUSION

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| 1. Position No.<br>81567, 81681, 81801 | 2. Descriptive Working Title<br>Senior Strategic Advisor – Organizational Initiatives                                    |                                       | 3. Present Classification<br>Excluded Management        |
| 4. Branch<br>EXECUTIVE OFFICE          | 5. Department<br>Executive Office  | 6. Work Location<br>Telework Eligible | Date<br>October 2019<br><br>Revised Jan 2021; July 2021 |
| 7. Position No. of Supervisor<br>TBD   | 8. Descriptive Work Title of Supervisor<br>Executive Director, Strategic Operations, Reconciliation & Equity Initiatives |                                       | 9. Classification of Supervisor<br>Excluded Management  |

**POSITION SUMMARY**

Reporting to the Executive Director, Strategic Operations, Reconciliation & Equity Initiatives, the Senior Strategic Advisor, Organizational Initiatives is responsible for identifying and implementing strategies that align the Commission's strategic business areas while considering community partners and community needs and providing support in meeting the goals and objectives of the Commission. The Senior Strategic Advisor – Organizational Initiatives provides input to the development of strategies, plans, processes and practices, and participates in strategic initiatives that support the commission's business operational plans and performance management plans. He/She/They support the Executive Director in working collaboratively with all Branches in achieving results.

**MAJOR RESPONSIBILITIES (Focus of duties may vary depending on region/assigned business area)**

1. Provides input into the development of strategies, plans and practices for strategic initiatives that support the commission's service plans. Provides project focused support to the Strategic Business Operations and Performance Office to help advance organizational strategic goals and objectives.
2. Manages the development of BC Housing's strategic initiatives under the direction of the Executive Director. Contributes to the integration of strategic initiatives into operational policies, programs and services. Provides leadership, direction and support in developing and implementing policies, programs, standards and guidelines/procedures into the organization's service, corporate and branch (departmental) plans using an advanced analysis in areas such as Reconciliation, decolonization, and equity.
3. Engages community members, groups, and organizations to ensure the Commission's strategic initiatives and operational performance are inclusive of the perspectives, needs, and well-being of the people and communities which BC Housing serves and conducts its business.
4. Works cross-functionally across each of the Branches and business areas and with communities, partners, and key stakeholders in assessing and recommending continuous improvement opportunities that align with the organization's strategic priorities.
5. Collaborates with the Senior Strategic Advisor—Corporate Planning and Enterprise Risk Management to support branches with preparation of their annual branch-level business plans and to ensure integration of strategic priorities and alignment across the organization.

6. Cultivates strong relationships across BC Housing branches and with external partners to maintain and advance identified priorities and key initiatives. Builds strong working relationships with Executive and management/senior management of BC Housing in order to accomplish the objectives of the position.
7. Develops comprehensive performance measures and leverages analytics and reporting to uncover new opportunities and drive business strategies that meet the goals, values and objectives of the commission. Supports the tracking, evaluation and reporting on the effectiveness of recommendations and initiatives that have cross branch involvement and implications and provides strategic advice to help ensure success.
8. Conducts organization reviews to identify strengths and weaknesses and to evaluate operational effectiveness and provides recommendations based on community engagement findings and emerging trends. Identifies key metrics, measures of success and facilitates decision making in collaboration with relevant branches and personnel.
9. Monitors the achievement of strategic priorities that have cross-branch involvement and implications and provides support and advice to help ensure success.
10. Recommends due diligence requirements and conducts analysis to align initiatives with strategic priorities, organizational goals, and the commissions' vision and values.
11. Provides recommendations on updates to policies, standards and guidelines to ensure alignment with identified strategic priorities and community needs. Through collaboration with stakeholders, develops, communicates, implements and reviews the processes to ensure desired practices are embedded in the management and strategic operations of the organization.
12. Oversees the contribution of consultants and contractors involved in the development of creative, inclusive and tactical plans that achieve identified project goals. Provides direction and ensures work performed meet contractual obligations.
13. Provides input into research of best practices and trends about Reconciliation, equity, diversity, inclusion, belonging, harm reduction, and human rights legislation and policies as a part of forming business strategies including development of the strategy behind the data being collected, the collection method, and factors being analyzed.
14. Raises awareness and champions the importance and value of incorporating Reconciliation, equity, diversity, inclusion, and belonging into strategic initiatives and helps drive the adoption of and adherence to new/revised policies and standards.
15. Leverages and champions the importance of lived experience in housing and service outcomes and helps drive the adoption of and adherence to new/revised policies and standards through a people centred approach to those living in non-marketing housing or experiencing homelessness.
16. Develops project handover plans and manages the transition of projects from strategic initiatives stage into business operations for adoption and ongoing maintenance.
17. Leads strategic planning sessions, makes presentations and participates in task force and committee work as required.
18. Performs other related duties that do not affect the nature of the job, including conducting special studies and project teams.

## **ORGANIZATION AND DIMENSIONS**

The Senior Strategic Advisor, Organizational Initiatives reports to the Executive Director, Strategic Planning, Reconciliation & Equity Initiatives.

No positions report to the Senior Strategic Advisor. This position may be required to provide leadership to assigned members of the project team(s).

## QUALIFICATIONS

### Education, Experience and Occupational Certification

University degree, in Human Resource Management, Business Administration, Public Administration or a related discipline.

Considerable experience in leading and managing business strategy, project management and communications, and supporting and reporting to senior level management and Executives in public sector organizations.

Considerable experience connecting with and working effectively with people from diverse racial, ethnic and socioeconomic backgrounds (E.g. Indigenous, Visible Minorities/Racialized, People with precarious immigration status, Gender Non-Binary, Disabled People) and applying frameworks in equity, diversity, inclusion, and human rights.

Experience engaging with and incorporating the perspectives of multiple communities and cultures, in the consideration of impacts and outcomes of a decision-making process through advanced equity analysis.

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

### Knowledge, Skills and Abilities

#### Core Competencies

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

Considerable knowledge and understanding of the concepts of institutional and structural exclusion and bias and how these impact underserved and underrepresented communities.

Sound knowledge of the affordable housing sector in the province of BC.

Ability to learn and understand departmental policies and procedures and the Commission's mandate and programs.

Ability to demonstrate a high level of self-awareness, empathy and emotional intelligence.

Ability to generate and articulate creative new ideas/processes, and develop, plan, facilitate and coordinate their execution.

Ability to manage project teams, exercise sound judgment, and demonstrate tact and diplomacy in dealing with confidential and sensitive matters.

Ability to use sound judgement in analysing problems and identifying weaknesses and conflicts in policies and procedures; Strong ability to apply an intersectional approach to work analyses.

Demonstrated ability to lead a project from idea to execution while managing multiple inputs and priorities.

Ability to be sensitive to the diverse perspectives of stakeholders and works with them to resolve differences and work cohesively together.

Ability to establish a high level of rapport with staff, management/senior management, Executive, and other internal and external stakeholders.

Demonstrated strong professional and interpersonal communication skills across a range of channels (written, oral, other) and ability to work collaboratively with cross-functional groups to achieve common goals.

Strategic and analytical thinking, problem solving abilities, and organizational and time management skills.

Effective leadership, communication, presentation and interpersonal skills.