

**JOB DESCRIPTION**  
MANAGEMENT EXCLUSION

1. Position No. 80682, 80045, 80715, 81337, 80057	2. Descriptive Working Title DIRECTOR REGIONAL DEVELOPMENT		3. Present Classification Excluded Management
4. Branch DEVELOPMENT AND ASSET STRATEGIES	5. Department DEVELOPMENT STRATEGIES	6. Work Location Telework Eligible	Date Revised May 2017; May 2021
7. Position No. of Supervisor 80055	8. Descriptive Work Title of Supervisor ASSOCIATE VICE PRESIDENT, DEVELOPMENT STRATEGIES		9. Classification of Supervisor Excluded Management

**POSITION SUMMARY**

Reporting to the Associate Vice President, Development Strategies, the Director Regional Development leads the planning, design and delivery of a number of complex and diverse social housing development projects in one or more of the four regions of the province. He/she/they promotes housing programs with housing organizations/representatives and the three levels of government and manages the review and recommendation of funding allocations. The Director Regional Development monitors the budget, schedule, scope and quality of projects to ensure they are developed in accordance with approved criteria. The position manages due diligence reviews to ensure risks are identified and BC Housing's interests protected throughout the development process and ensures the finalization of projects and contracts to allow for occupancy. The incumbent participates in the development of business opportunities outside of funded programs through the promotion of BC Housing's financing capacity and facilitation services. The Director Regional Development manages a project team that includes Senior Project Officers, Project Technologists, and a Development Team Assistant.

**MAJOR RESPONSIBILITIES (Focus of duties may vary depending on the region of the position)**

- Promotes BC Housing's role in the creation of affordable housing to sponsor groups, housing support agencies, community organizations, housing industry representatives, and federal, provincial and municipal government officials within the region, and encourages and facilitates the submission of project proposals.
- Manages the review and evaluation of proposed project sites, designs, construction specifications, cost estimates, development schedules and management plans for projects in the region; co-ordinates the submission of project recommendations to the Executive Committee for provisional approval and subsequent funding commitments.
- Evaluates and approves final project designs, construction specifications, cost estimates and project schedules.
- Oversees the Non Profit Society's selection process for architects, engineers, general contractors, inspectors and other technical consultants and monitors the negotiation of contracts and management of performance.
- Monitors the construction of housing developments with regard to scope, schedule, budget, and quality management, including the application of BC Housing construction standards; resolves issues as necessary throughout the development process.
- Oversees the inspection of projects during development; monitors progress and approves change orders and construction claims.
- Manages due diligence reviews to ensure risks are identified and BC Housing's interests are protected, provides assessment of issues and recommendations to the Executive Committee and PRHC.

8. Works closely with Corporate Services on initial subsidy projections and approves the allocation of subsidy assistance throughout the development process up to the occupancy stage.
9. Manages easements, covenants, options and other charges on land titles during the course of construction.
10. Ensures the finalization of projects to allow for occupancy, including the preparation of reports and completion of all legal and financial documents.
11. Participates with the Associate Vice President in the development of business opportunities; identifies potential clients, fosters working relationships with government ministries, Health Authorities, social housing partners, industry representatives and other stakeholders and promotes BC Housing's programs and services.
12. Attends various technical forums and seminars to maintain a good knowledge of current industry practice and building code requirements.
13. 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 are 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 fulfill operational requirements, develops staffing plan, and recommends staffing levels to accomplish objectives, including revisions to staffing levels as necessary as operational requirements change.
14. 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

The Director, Regional Development reports to the Associate Vice President, Development Strategies.

The position supervises a team of staff, including excluded and bargaining unit employees.

## QUALIFICATIONS

### Education, Experience and Occupational Certification

Bachelor's degree in a related field such as land use planning or real estate development and financing.

Considerable project management experience in developing multi-unit residential housing.

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
- Relationship Building/Management
- Team Development

Extensive knowledge of project management philosophies and practices, including project scope, budgeting and scheduling, quality assurance, and coordination of team activities.

Extensive knowledge of multi-unit residential real estate financing and underwriting criteria.

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

Ability to develop and analyze multi-unit residential real estate capital and operating budget pro-formas.

Ability to lead, coach and motivate staff in a team setting.

Ability to coordinate the activities of a multi-disciplinary team of technical staff engaged in the planning and construction of small scale residential projects and due diligence activities related to the development of affordable housing initiatives by non-profit societies and their consultants.

Ability to work in a multi-disciplinary team environment on complex affordable housing projects involving multiple funding partners.

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

Ability to communicate and relate effectively with housing sector participants, the construction industry and other government agencies.

Ability to analyze and solve issues and make effective decisions.

Strong negotiation, conflict resolution, problem solving and consensus building skills.