

**JOB DESCRIPTION**  
MANAGEMENT EXCLUSION

1. Position No. Various	2. Descriptive Working Title DEVELOPMENT MANAGER		3. Present Classification Excluded Mgmt
4. Branch DEVELOPMENT AND ASSET STRATEGIES	5. Department DEVELOPMENT STRATEGIES	6. Work Location Telework Eligible	Date Revised Nov 2020; Mar 2022
7. Position No. of Supervisor Various	8. Descriptive Work Title of Supervisor DIRECTOR, REGIONAL DEVELOPMENT DIRECTOR, RIVERVIEW LANDS DEVELOPMENT PROVINCIAL DIRECTOR, REVELOPMENT		9. Classification of Supervisor Excluded Mgmt

## POSITION SUMMARY

The Development Manager is responsible for the initiation, planning, design, risk assessment and delivery of a portfolio of complex and diverse social, affordable and mixed market housing, group home and specialized facility developments/projects through all project development phases, from initiation through to warranty inspection and occupancy. He/she/they provides project leadership and coordination to a project team and works collaboratively with project sponsors and partners, including societies, private sector developers, consultants, industry specialists, contractors, government ministries, municipality officials, Health Authorities, First Nations and various agencies in achieving project objectives. Specific responsibilities vary depending on the role BC Housing is playing in each project, whether as a funding/delivery agency and lender (for social housing projects where the Society has a development consultant) or as project manager and lender for directly delivered projects. The position is accountable for ensuring that all due diligence requirements have been considered and completed, and that the various funding and finance models abide by Provincial fiduciary requirements.

## MAJOR RESPONSIBILITIES

1. Identifies and promotes business ideas with governments, health authorities, non-profit societies, First Nations, community agencies and the private sector to create innovative and strategic opportunities for the development of affordable housing. Builds and fosters collaborative partnerships, generates strategies for optimizing limited program budgets and leverages funding to meet project and stakeholder objectives.
2. Reviews and evaluates real estate project proposals from non-profit societies, ministries, First Nations and other organizations for the development of non-profit and market rental housing under a variety of housing programs. Conducts a due diligence review of all proposals by assessing proposed project sites, land use and zoning requirements, geo-technical issues, building designs, construction specifications, cost estimates, development schedules and management plans. Undertakes a thorough feasibility analysis, financial funding analysis, need and demand assessment, site feasibility, traffic analysis and risk assessment, and tests pro-forma scenarios (sensitivity analyses) to protect the government's mandate and investment. Works closely/collaboratively with Lending Services and Operations Branch to ensure projects meet BC Housing's fiduciary responsibility to the Provincial Government and ensures projects adhere to the mandates and requirements as set out under specific housing programs. Signs off that applicants have met requirements as set out under specific programs. Recommends rejection of proposals where appropriate and for those of merit, prepares a thorough business case evaluation for Executive Committee, including recommending motions for approval.
3. Once projects are approved, participates in negotiations with Non-Profits and works closely with legal advisors to finalize legal agreements, contracts and documents in order to proceed with development phases.

4. Develops real estate project scope, capital and operating budgets, lending parameters, risk profiles and development and construction schedules and works closely with stakeholders to determine where efficiencies, compromises and/or alternatives can be utilized in order to achieve the desired financial outcome for each project. Ensures appropriate risk mitigation measures are in place to control risks and ensure desired results.
5. Writes scopes of work and coordinates the preparation of supplementary documents to support public tender calls for consultant services and construction contracts. Working in conjunction with Supply Chain/Procurement, undertakes contract negotiations and follows up with any paperwork required to bind the contractual relationship.
6. Assists and supports Real Estate Services in the negotiation and completion of land acquisitions if directly delivered, or assists and supports the Non-Profit Society if Non-Profit Society led, and ensures that all pertinent due diligence is completed and adequately analysed for risk.
7. Ensures all municipal development requirements, including rezoning, Official Community Plan amendments and bylaw changes are met, and that development, building and occupancy permits are in place.
8. Participates in a collaborative multi-stakeholder communications process as projects move through the municipal process, as well as public consultation meetings, to ensure the development plan is correctly conveyed and that incoming and outgoing messaging is accurately documented and incorporated in accordance with project needs and policy requirements.
9. Leads or manages stakeholder relationships with non-profits, municipalities, developers, consultants, contractors, neighbourhood groups, architects, lawyers and others throughout the development and construction process. Ensures understanding with respect to Federal, Provincial, Municipal and BC Housing's policies, procedures, standards, and sustainability guidelines. Responds to requests for information and facilitates the resolution of issues that could hinder the achievement of project objectives.
10. Undertakes cross-branch collaboration at the onset and throughout the duration of the project, liaising with BC Housing branches and departments that include but are not limited to: Regional Operations; Lending & Legal; Real Estate Services; Communications; Accounting & Finance; Program Planning; Research; Sustainability; Capital Asset Management and Supply Chain.
11. Provides project leadership and guidance to Project Technologists and other project team members. Meets with the development team on a regular basis, conducts on-site visits where necessary and resolves project issues as they arise.
12. Oversees and monitors the progress of projects including schedules, budgets, and financial and lending metrics. Administers, reviews and approves progress payments and funding disbursements, and authorizes adjustments to contracts where required. Keeps BC Housing management apprised of project status, financial impacts, and issues of concern, and provides recommendations and solutions to senior management or Executive members for consideration.
13. Ensures and spearheads the finalization of projects to allow for occupancy, including the preparation of reports and completion of all legal and financial documents which may include Strata documents, Air Space Parcel Easements, Disclosure Statements, Reciprocal Easement Agreements or Cost Sharing Agreements. Ensures the smooth transition of projects from Development & Asset Strategies Branch during development to Operations Branch at the commencement of occupancy.
14. Supports the Directors Regional Development, Associate VP and the VP in general business development for the Branch.
15. Attends or makes presentations at various technical forums and seminars, maintains a good knowledge of current industry practice and building code requirements, and stays current with construction costs, general housing market conditions, project management techniques and legal updates affecting the general housing industry.
16. 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 Development Manager reports to a Director, Regional Development or Provincial Director, Redevelopment.

No positions report to the Development Manager, but they may provide project leadership to an assigned Project Technologist and other members of the project team.

## QUALIFICATIONS

### Education, Experience and Occupational Certification

University degree in business administration, project management, land use planning, or real estate development and financing or a related field

Considerable project management experience relating to the development of multi-unit residential housing, including the non-profit sector market, as well as experience negotiating contracts, municipal land use entitlements and real estate issues, and partnership agreements.

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

Considerable knowledge and understanding of project management philosophies, theories and principles, including project scoping, budget development/financial management, scheduling, tendering, quality assurance, risk management and project team coordination

Considerable knowledge and understanding of real estate property development and construction, and related business concepts, processes and practices

Considerable knowledge of municipal planning; public consultation processes; design, development and delivery processes; project tendering and construction processes; and warranty, handover and operational processes related to real estate development and construction

Working knowledge and understanding of BC Housing's housing programs, and development and lending policies specifically relating to the development of social housing

Good planning, organizational and time management skills in a complex and fast-paced environment with defined timelines

Strong negotiation, facilitation, influencing, persuasion, conflict resolution and consensus building skills

Good interpersonal, project leadership and team building skills

Excellent oral and written communication and presentation skills

Proficient computer skills including use of relevant business applications, particularly complex spreadsheet, scheduling management and project management software

Ability to coordinate planning, design development, construction and due diligence activities within a regulatory framework for a range of projects, and balance diverse interests, risks and benefits in achieving project objectives

Ability to analyze and solve complex and challenging issues, strategize options, form solutions, mitigate risks and make effective decisions, using a high degree of judgment and business acumen

Ability to develop, influence and manage collaborative and mutually beneficial relationships with stakeholders/ partners, interest groups and public

Ability to prepare detailed and complex reports on real estate property and planning, design, development and construction matters

Ability to communicate ideas and issues with a broad range of audiences, including industry professionals, clients, partners and stakeholders, where there may be diverging stakeholder objectives and opinions

Ability to work effectively in a team environment

Ability to travel

Valid BC Driver's License and access to a reliable vehicle.