

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. Work Location Hybrid – Telework Primary	Date July 2019 Revised April 2021, June 2022
7. Position No. of Supervisor 80495	8. Descriptive Work Title of Supervisor Director, Executive Office & Corporate Secretary		9. Classification of Supervisor Excluded Management

POSITION SUMMARY

Reporting to the Director, Executive Office and Corporate Secretary, the Advisor Strategic Planning and Reporting is responsible for leading and supporting planning processes for the development of BC Housing’s Annual Service Plan and playing a key role in supporting senior management and the Board of Commissioners. He/She/They are 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 the strategic planning process with staff, Executive team, and Board of Commissioners. This includes organizing the strategic planning sessions, preparing materials, summarizing and analyzing results, writing reports and other related duties to support the sessions.
2. Prepares quarterly reporting to the Board of Commissioners including through the CEO Report, the Provincial Rental Housing Corporation (PRHC) Report, and other reports as required. Gathers data and information provided by various internal and external contacts, summarizes content information, reviews the documents for accuracy and consistency, and 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 Director, Executive Office and Corporate Secretary 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. 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 Advisor, Strategic Planning and Reporting reports to the Director, Executive Office & Corporate Secretary.

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 strategic and analytical thinking, problem solving, decision making, organizational and time management skills.

Excellent research, analytical and report writing skills.

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

Excellent consultative, facilitation, consensus building and conflict resolution 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, as well as manage multiple issues and projects within a changing environment.

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.

Proficient in the use of Proficient in the use of Microsoft Office software, including Excel and PowerPoint, Word etc.