

## JOB DESCRIPTION

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1. Position No. 81409, 81447, 81557	2. Descriptive Working Title DAS Program Coordinator		3. Present Classification AO 2
4. Department Development & Asset Strategies	5. Branch/Section Asset Strategies	6. Work Location Hybrid – Site Central	Date Revised Sept 2019; Aug 2022
7. Position No. of Supervisor 62138, 80299	8. Descriptive Work Title of Supervisor Senior Manager, Capital Planning Director, Capital Program Implementation		9. Classification of Supervisor Excluded Management
10. Job Summary:			

The Program Coordinator is responsible for performing project coordination duties to support the development and management of a variety of capital planning, capital improvement and investment programs across the Province. He/She/They provides expertise, advice and support to the Manager and other stakeholders in the planning, execution and management of capital implementation programs, the Building Condition Assessment program and production of the annual Capital Plan and quarterly reporting of the Facility Condition Index.

11. Duties:	
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- Utilizes knowledge and expertise in project coordination to contribute to the planning and creation of capital programs, timelines, communication plans and implementation plans.
- Ensures all project administration and coordination activities are planned for and implemented.
- Establishes project scheduling, coordination and control tools and techniques appropriate for the project. Sequences timelines and work plans, identifies work packages and monitors project plans, work hours, budgets and expenditures throughout the course of the project. Prepares and maintains project organization and communication charts.
- Receives and reviews condition/targeted assessments, scopes out consultant requirements and liaises with project team members to create budget and scopes for future capital projects.
- Manages the Facility Condition Data Management and Asset Planner databases, ensuring integrity of data. Manages the Service Request module in the Asset Planner system to track and respond to stakeholder requests, sequences timelines and work plans, identifies and creates work packages, assigns tasks to the Capital Planning team to ensure all requests meet service parameters, and monitors progress, budgets and expenditures throughout the course of the year.
- Produces quarterly reports of Portfolio FCI (Facility Condition Index) which includes coordination with Research and IT departments.
- Produces the draft Annual Capital Plan, researches and extracts database information, consults with the regions to gather additional information and works closely with the Capital Planning Team in producing the final Capital Plan for eventual approval by Executive Committee.
- Undertakes or coordinates small and/or less complex aspects of projects and/or sub-projects involving organizing and assigning tasks to project team members, monitoring performance and progress of project team, ensuring milestones are met, and presenting on progress and results.

- Works with Supply Chain to organize and coordinate on behalf of the team in procuring consultant and other services, including preparation, review, evaluation and publication of public procurement documents and invitational tender. Documents include invitations to quote, expressions of interest, requests for proposals (RFP), pre-qualified consultant rosters and post completion performance evaluations.
- Receives, initiates and authorizes requests for contracted professional services within delegated spending authority
- Reviews and coordinates the execution and distribution of legal documents.
- Provides project coordination expertise and support to the Manager or the Director and the program team during the planning and implementation of projects.
- Liaises with Project Managers, Non-Profit Portfolio Managers, and non-profit housing providers to obtain all information and documents required for the purpose of mortgage registration, respond to legal counsel relating to any outstanding mortgage due diligence requirements and ensure data integrity.
- Works with Project Managers and Lending Services to ensure timely delivery of mortgage initiation instruction and completion of required information in the information tracking system for the purpose of mortgage registration.
- Reviews project reports from various sources, gathers further information as necessary and tracks the progress of work; communicates timely and relevant information to the project team and advises of current and emerging issues.
- Makes presentations to groups to convey project requirements and gather and present information.
- Assesses requirements and develops and prepares presentation materials, statistical summaries and/or diagrams for internal and external use, and monthly reporting to Branch Executives on project progress.
- Investigates and researches information and prepares draft reports, Executive Committee/Provincial Rental Housing Corporation (PRHC) Submissions, and external client submissions.
- Liaises with internal and external stakeholders regarding various project/program information, funding and administration related issues.
- Prepares and distributes project/program correspondence including status updates, technical updates, working documents, meeting agendas and meeting minutes.
- Sets up and maintains filing systems including electronic and hard copy files for all projects.
- Participates in the development and enhancement of business tools, templates and processes to support project management functions.
- Orients staff to new procedures and processes; provides Asset Planner training to all Capital Planning team and internal stakeholders as required.
- Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

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4. Education, Training and Experience
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Diploma in business administration, project management or other relevant discipline, including courses in project coordination

Considerable progressive experience in project or program coordination.

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

5. Knowledge, Skills and Abilities
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Sound knowledge and understanding of the principles and practices associated with project management processes and business administration
  - Sound knowledge and understanding of database management, asset planning applications, and business tools, templates and processes to support project management functions
  - Some knowledge of and expertise in relevant business enterprise applications and proficiency in productivity applications such as MS Office, MS Project and Visio
  - Some knowledge and understanding of building construction and repair requirements
  - Working knowledge and understanding of legal agreements and legal instruments;
  - Ability to work independently as well as function effectively as part of a team in a fast-paced deadline-oriented environment, including working under the direction of multiple people
  - Ability to plan and manage small projects or portions of larger projects, assign work to team members and lead projects to successful conclusion
  - Ability to take ownership of tasks and drive them through to completion
  - Ability to work under pressure in meeting deadlines and changing priorities, while responding to numerous diverse and shifting challenges without compromising the quality of work
  - Ability to provide presentations to larger groups of people
  - Ability to exercise tact, diplomacy, and good judgement when dealing with a broad range of audiences
  - Strong communication, interpersonal, and relationship management skills
  - Strong analytical, problem solving, conceptual thinking, planning, organization and project leadership skills

6. Occupational Certification
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