

JOB DESCRIPTION
BCGEU

1. Position No. 80373, 81829	2. Descriptive Working Title Agreement Specialist		3. Present Classification AO 2
4. Branch Executive Office	5. Department Program Planning	6. Work Location Hybrid - Site Central	Date Aug 2019 Revised Dec 2020; Oct 2021; Nov 2022
7. Position No. of Supervisor 80737	8. Descriptive Work Title of Supervisor Manager, Housing Provider Agreements		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Manager, Housing Provider Agreements, the Agreement Specialist prepares and issues a variety of agreements and related documents for a wide range of housing programs delivered and managed by BC Housing's non-profit and private sector partners. He/she/they offers advice and guidance on the interpretation of agreement language and program requirements to other business areas and non-profit partners. The position clarifies project specifics, service expectations and agreement requirements with various business areas.

11. Duties:

1. Gathers the information for requested agreements, conducts the necessary research to determine project requirements and creates agreements based on standardized templates
2. Prepares agreements, including templates, amendments and terminations as necessary, ensuring the operational needs of business areas are met
3. Provides advice and recommendations to internal business areas and non-profit partners regarding agreements, including interpretation of agreement language and program requirements
4. Analyzes agreements and related documents and provides recommendations, including the interpretation of leases, housing agreements, memorandums of understanding, certificates of title, legislation and other related documents, where required
5. Works with various business areas to clarify project details, service expectations and requirements for agreements
6. Assists staff with resolving agreement issues such as non-compliance (E.g., Outline available dispute resolution options)
7. Establishes effective stakeholder relationships with internal staff and housing providers and maintains effective communications in order to accomplish objectives
8. Assists with developing, maintaining and monitoring document management and property related databases created for the management of agreements
9. Participates in cross branch meetings, working groups, task committees etc. to contribute subject matter expertise on agreement and program related matters
10. Provides technical expertise and support for agreement related systems
11. Continuously ensures familiarity with all existing agreements and BC Housing programs
12. 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		

Bachelor's degree in public policy, social sciences, law, business administration or other relevant field.

Considerable experience in drafting and interpreting agreements or similar documents, or in the preparation and management of agreements.

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

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Sound knowledge and understanding of Social Housing Agreements and related social housing programs at the federal and provincial levels is an asset
 - Sound understanding and skill working with document management tools and relevant computer database systems, including proficiency in MS Office (Word, Excel, Outlook)
 - Ability to learn and understand BC Housing agreement templates, programs, and related documentation
 - Ability to learn and understand the requirements of internal business areas, program frameworks and project elements in the delivery of assigned duties
 - Ability to analyze contractual requirements and prepare contracts, and provide advice and guidance
 - Ability to seek out required information problem solve routine and non-routine matters
 - Ability to establish and maintain constructive working relationships externally and within the organization, and exhibit diplomacy and tact in the resolution of issues
 - Ability to perform in a demanding atmosphere under pressure of deadlines
 - Strong analytical, problem solving and decision-making skills
 - Strong attention to detail and time management skills
 - Excellent written and verbal communication and interpersonal skills to liaise with government staff, legal counsel, industry stakeholders, and internal staff

6. Occupational Certification
