

## **JOB DESCRIPTION**

BCGEU

1. Position No. 82161, 82028, 82316	2. Descriptive Working Title Policy Analyst		3. Present Classification AO4
4. Branch Strategic Business Operations & Performance	5. Department Program Planning	6. Work Location Hybrid – Site Central	Date Jul 2023
7. Position No. of Supervisor 80311	8. Descriptive Work Title of Supervisor Director, Program Planning		9. Classification of Supervisor Excluded Mgmt
10. Job Summary:			

Reporting to the Director, Program Planning, the Policy Analyst applies an in-depth understanding of the broader public policy environment and best practices in policy development, to ensure BC Housing Commission's policies are developed and implemented in alignment with the Policy Framework and BC Housing's strategic direction. The position leads cross-branch working groups and review teams and prepares position papers and recommends policy alternatives. The role also provides training and workshops to internal and external stakeholders on policy-related initiatives.

11. Duties:
-------------

1. Conducts complex research and analysis to assess effectiveness of current policies in achieving the Commission's strategic objectives. Develops and improves policies, procedures, and resource materials in alignment with the Policy Framework.
2. Gathers information regarding a variety of complex policy-related issues and conducts reviews, evaluations, and analysis in support of policy-related initiatives.
3. Researches and prepares policy-related position papers, provides information for briefing notes, writes complex analytical reports using intersectional analysis where appropriate, and presents findings and/or proposed solutions for consideration by senior management and other business areas, as required.
4. Applies an understanding of internal and external variables and the broader public policy environment in performing comprehensive reviews of policy and legislation initiated by government and the Commission, assesses potential impacts on the Commission's policies, and develops recommendations for policy alternatives.
5. Maintains current knowledge of best practices in policy development and management; keeps up to date with relevant legislation and regulations that may impact the Commission's key policy areas.
6. Responds to complex policy-related inquiries from internal and external stakeholders
7. Leads policy-related consultation, training, and workshops across the Commission to ensure business areas are aware of the policy development process and that policies are developed and implemented in a consistent manner.
8. Incorporates perspectives of lived expertise and considers the range of diverse populations (Indigenous peoples, racialized groups, people with disabilities, immigrant populations, 2SLGBTQ+ communities, etc.) to ensure that equitable outcomes for residents result from policies.
9. Leads cross-branch reviews of new and revised policies and procedures to ensure that impacted key business areas have the opportunity for input and are aware of any changes.
10. Oversees the development and maintenance of internal policy management systems and databases, in collaboration with Information Management and Technology (IMT). Provides technical expertise on policy management systems and makes recommendations for business and system improvement.
11. Supports broader Commission strategic and operational objectives by leading and/or participating in policy-related cross-branch or external committee work as assigned.
12. Leads the review of the housing provider's constating documents for compliance with BC Housing requirements. Liaises with internal staff, housing providers and their legal representatives to negotiate acceptable provisions. Provides advice regarding relevant legislation, policies and procedures.

**Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.**

**STAFFING CRITERIA**

1. Position No. 82161, 82028, 82316	2. Descriptive Working Title Policy Analyst	3. Present Classification AO4
4. Education, Training and Experience		

Bachelor's degree in public policy, business administration, planning, or other relevant fields.  
 Considerable experience in public policy development, research, analysis, and project management.

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
- 
- Sound knowledge of the principles and practices in policy development
  - Ability to apply the related principles and practices to the development, implementation, and review of policies, procedures, and forms
  - Ability to learn and understand relevant legislation and regulations that impact BC Housing's policy
  - Ability to learn and understand the function of business areas across the Commission
  - Ability to learn and understand the Commission's mandate, housing programs, and services
  - Ability to establish, foster, and maintain positive and effective working relationships with key stakeholders
  - Strong project management skills and the ability prioritize workload in a fast-paced environment
  - Excellent analytical, research, problem solving, and public presentation skills
  - Excellent writing and communication skills
  - Proficient in the use of MS Word, Excel, Outlook, Teams, and document management systems and tools

6. Occupational Certification
-------------------------------