

1. Position No. 82104, 82105, 82106, 82107, 82108	2. Descriptive Working Title Development Coordinator		3. Present Classification AO2
4. Branch Development & Asset Strategies	5. Section Development Strategies	6. Work Location Hybrid – Site Central	Date May 2023
7. Position No. of Supervisor Various Positions	8. Descriptive Work Title of Supervisor Senior Manager, Regional Development Services		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Senior Manager, Regional Development Services, the Development Coordinator is responsible for providing research, analysis and coordination support for development projects within the assigned region. He/she/they undertakes or coordinates small and/or less complex aspects of projects, as assigned. The position will work closely with a project team and partners to achieve project objectives.

11. Duties:
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**Focus of duties may vary depending on project assigned.**

1. Contributes to the planning and development of development projects including work plans, timelines, communication plans and implementation plans, and ensures all project administration and coordination activities are planned for and implemented, including post completion, project close out (i.e. deficiency follow up, project commissioning including handover documentation, audit requests, budget reconciliations, etc.).
2. Provides support to Development Managers in establishing project scheduling, coordination and control tools and techniques appropriate for the projects, sequencing timelines and work plans, identifying work packages, and monitoring project plans, cashflows, budgets and expenditures throughout the course of the projects. Prepares and maintains project organization documents and tools.
3. Undertakes or coordinates small and/or less complex aspects of projects and/or sub-projects by organizing and distributing tasks to project team members following established guidelines.
4. Prepares, maintains and updates project profiles, checklists, post Executive Committee approval documents and any other related correspondence to keep the project status current and continue the project life cycle flow toward construction and completion. 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.
5. Collects information, provides analysis, prepares draft reports such as Executive Committee/Provincial Rental Housing Corporation (PRHC) Submissions, Memorandums of Understanding and Request for Proposal/Request for Price Quotation (RFPs/RFQs).
6. Conducts initial business case reviews and analysis of proposals selected through Expression of Interest (EOI)/RFP: calls, to determine estimated equity requirements/funding for selected projects, as well as to provide timelines and next steps to meet funding requirements.
7. Works with Supply Chain to organize and coordinate the procurement of consultants and other services through 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.

8. Assesses and assists with financial aspects of the project, including entering and updating budgets for the budget manager's approval and following up on GST receivables. Receives, initiates, and authorizes requests for contracted professional services within delegated spending authority.
9. Coordinates the execution and distribution of legal documents. Reviews legal documents to ensure appropriate project team members are notified of required action items.
10. Tracks and ensures the completion of development documents (i.e. Contracts with Development Consultants, Architects, Construction Managers, General Contractors, due diligence reports, insurance, performance bonds, etc.) and maintains documents in file and document systems (i.e. SharePoint, CPS, etc).
11. Updates records, databases, and project management systems with key project information dates and maintains data integrity.
12. Collaborates with other regional development team project coordinators regularly to maintain and update templates and the Development Strategies knowledge base library and to provide feedback on processes to maintain consistency, and/or recommend business improvement processes and working with the Business Improvement Team to incorporate corporate process changes.
13. Supports the regional development team on various internal and external working groups, including makes presentations and training to stakeholder groups to convey project requirements and/or gather information. Orients staff to new procedures and processes and provides training on tools and systems used for project administration and coordination.
14. Initiates and maintains good working relationships with housing providers, municipalities, development industry advisors and others, and internally with Operations, Finance, Program Planning and Research in order to conduct research and coordinate project activities.
15. 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**  
BCGEU

1. Position No. TBA	2. Descriptive Working Title Development Coordinator	3. Present Classification AO 2
4. Education, Training and Experience:		

Diploma in business administration, project management or other relevant field, including courses in project coordination.

Considerable progressive experience in project 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
- Sound knowledge and understanding of the principles and practices associated with project management processes and business administration
  - Sound knowledge and understanding of database management, business tools, templates and processes to support project management functions
  - Some knowledge and understanding of building construction
  - Some knowledge and understanding of legal agreements
  - Ability to learn internal business enterprise applications such as JEDI, CPS, Webfocus, AP and CLMS
  - 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
  - Excellent communication, interpersonal, and relationship management skills
  - Excellent interpersonal skills and the ability to manage relationships and exercise tact, diplomacy and good judgment when dealing with a broad range of audiences
  - Excellent analytical, problem solving, conceptual thinking, planning, organization and project leadership skills
  - Proficient in the use of Microsoft Office, Outlook, MS Project and Visio.

6. Occupational Certification	
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