

1. Position No. 81206	2. Descriptive Working Title Manager, Development & Asset Strategies Business Practices		3. Present Classification Excl. Management
4. Branch Development & Asset Strategies	5. Department Portfolio & Business Strategies	6. Work Location Hybrid – Site Central	Date Aug 2019  Revised Apr 2023
7. Position No. of Supervisor 63042	8. Descriptive Work Title of Supervisor Director, Program Delivery & Business Planning		9. Classification of Supervisor Excl. Management

## POSITION SUMMARY

The Manager, Development & Asset Strategies Business Practices is responsible for leading the development, implementation, and delivery of a wide range of business practices, administrative, and other services to the Development and Asset Strategies (DAS) Branch. He/She/They oversee business practices, program planning, financial reporting, forecasting and analysis, as well as Branch related IMT systems, tools, and templates, and support. The Manager leads financial analysis on program execution to link project outcomes to financial results, oversees strategic business practices and improvement projects, and makes recommendations for improvement to program forecasts, service delivery, and operational effectiveness. The position also oversees Branch corporate reporting, Branch risk register updates, monitoring of operational budgets, and administrative functions such as responding to information requests and media inquiries, coordinating the Branch co-operative and internship program, and onboarding and training.

## MAJOR RESPONSIBILITIES

1. Leads the development and management of models, programs, and reporting tools to support the business and corporate reporting requirements pertaining to the diverse activities of the Branch.
2. Develops, reviews, and issues Branch program and project reports for a variety of internal and external stakeholders. Assesses requests for information from the Executive Team, Ministry, Housing Partners, and other groups. Determines best methods for generating data, analyzes information utilizing knowledge of Branch programs and projects, and presents data using methods and techniques that are customized to the target audience.
3. Assesses cash flow, budgeting, project progress, corporate reporting, and other reports, trends and issues that could impact the accomplishment of Branch objectives and targets. Utilizes knowledge of housing programs, projects and/or funding sources to make recommendations on program efficiency and risk mitigation to improve Branch performance. Reviews and analyzes background materials and drafts or reviews program, financial, and other reports for the Branch management team.
4. Reviews, analyses, and provides recommendations for cash flow forecasting and reporting processes and systems for new construction and maintenance and rehabilitation projects. Supports project managers in completing project forecasts and prepares program forecasts, and operational and financial data for Branch Leadership to review.
5. Oversees monthly financial reporting and reconciliation of funding program spends. Utilizing knowledge and understanding of program requirements and project structures, reviews, analyzes and identifies various program and project savings and makes recommendations for utilization and reallocation.
6. Works closely with Finance/Accounting to prepare comprehensive, long-term cashflow forecasts, including associated impact on grants in advance of construction, for inclusion in the quarterly forecasts submitted to Treasury Board.
7. Manages the development and implementation of tracking tools and/or systems and monitors project financial and scheduling commitments, advising Branch Leadership of issues of concern and potential mitigation options. Works with IMT as required on implementation and maintenance of technical solutions.

8. Monitors data due diligence aspects related to new development, maintenance and rehabilitation processes; performs quality control evaluations and data integrity/audit compliance reviews, analyses results, and develops and presents recommendations to ensure all processes meet acceptable standards for compliance. Advises Branch Leadership of outstanding issues and concerns.
9. Develops risk management frameworks, processes and techniques to ensure project and business risks are identified, understood, assessed, and prioritized for Branch initiatives. Monitors effective risk response strategies including mitigation, avoidance, transference and contingency planning. Compiles and distributes risk monitoring and control, compliance and exception reports.
10. Assists with the planning process for the development of some of the Branch's key planning and performance documents, including Risk Registry, Capital Plan, Capital Reports, and Branch Plan. Prepares performance reports for Plans for Branch Leadership, Executive Team, and Board of Commissioners.
11. Coordinates Executive Committee, Board of Commissioners, and Treasury Board submissions, including ancillary presentation material.
12. Conducts research and evaluations on various Branch programs, projects, and processes related to program reporting and management. Makes recommendations on planning and implementation of current and anticipated programs and initiatives.
13. Manages the provision of administrative services to the Branch. Assesses requirements and priorities, assigns work to internal staff and to external contractors as necessary, ensures all work is performed in accordance with requirements, performance standards, and deadlines. Responds to general information requests for the Branch.
14. Leads delivery of Branch onboarding and training services, makes recommendations on improvements to promote branch engagement, and ensures branch information is accessible, accurate, and available for all branch staff as required to do their jobs.
15. Coordinates the recruitment and placement of co-operative and intern employees for the Branch. Acts as the liaison between the Branch and respective post-secondary institutions.
16. Represents the Branch on cross branch business initiatives. Initiates and facilitates working group sessions to identify long and short-term business objectives, problems and issues, and translates these into actions and plans.
17. Supervises staff by assigning and monitoring their work, providing training and orientation, directing and motivating staff, and providing advice and guidance regarding staff issues. In conjunction with the Manager, participates in the recruitment of staff, conducts annual performance reviews with staff, identifies performance issues, participates in a disciplinary process and offers recommendations, provides coaching and mentoring for staff, and participates in the resolution of grievances at the first stage of the grievance process.
18. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

## **QUALIFICATIONS**

### **Education, Experience and Occupational Certification**

Completion of post-secondary courses in a relevant discipline such as commerce, economics, computer science or business administration, including courses in accounting, cash flow analysis, forecasting and financial analysis.

Considerable directly related experience with emphasis in finance, financial analysis, cash flow forecasting and performance monitoring.

Some experience managing and supervising a team of staff.

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

### **Knowledge, Skills and Abilities**

#### **Core Competencies**

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

#### **Leadership Competencies**

- Alignment & Results
- Relationship Building/Management
- Team Development

Sound knowledge of the philosophies, principles and practices of accounting, cash flow, forecasting, and financial analysis.

Sound knowledge of frameworks, models and tools that can effectively support business planning, project management, risk management and performance management objectives within the Branch.

Ability to learn, understand, and apply BC Housing's mandate, programs and operating requirements, and the Branch's programs, projects and operations.

Ability to work independently as well as function effectively as part of a team in a fast paced deadline oriented environment.

Ability to take ownership of tasks and drive them through to completion; ability to work under pressure in meeting deadlines and changing priorities.

Ability to lead, coach and motivate staff in a team setting.

Ability to learn and utilize corporate applications and systems.

Strong planning, organization, research, analytical, conceptual thinking and problem-solving skills.

Strategic orientation, detail orientation and well-developed business acumen.

Demonstrated initiative and follow through skills; ability to work under direction of several people, organize and prioritize work and meet deadlines, while responding to numerous diverse and shifting challenges without compromising the quality of the work.

Excellent communication and interpersonal skills and the ability to manage relationships and exercise tact, diplomacy and good judgment when dealing with a broad range of audiences

Effective communication, report writing and presentation skills.

Proficiency in productivity applications such as MS Excel, Word, Project and PowerPoint.

Ability to work weekends and evenings as required.