



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world’s most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Parks, Planning & Environment – Housing Policy & Projects Department is currently seeking a:*

Program Manager, Affordable Housing Policy & Planning (Full-Time Regular)

DUTIES:

Work as a technical/specialist resource to provide leadership, technical oversight and coordination to support strategic Board and Corporate directions to increase the supply of affordable housing units in the region.

This position:

Manages and coordinates the activities of the Affordable Housing Policy and Projects program and provides expert advice to ensure an effective housing policy and development process from needs assessment, development, inception and master planning through to securing municipal approvals.

Develops and implements business cases and related systems and practices for determining feasibility and conceptual design of affordable housing units initiatives and projects; develops RFP’s for developers and consultants for development and redevelopment of land and housing facility projects; identifies when projects move to construction management team.

Guides the collection and analysis of data to support evidence based housing policy.

Guides and prepares complex funding applications and negotiates and structures business terms with other levels of government, non-profit organizations and other external stakeholders. Works with various governmental entities to secure necessary approvals and steward housing redevelopment plans through municipal permit processes to the rezoning and development permit stage.

Is accountable for the Affordable Housing Policy and Projects program budget. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Prepares and monitors project budgets and contributes to the preparation of long range program and divisional plans.

Provides advice to the Metro Vancouver Board and Committees and municipal councils on effective approaches for financing and building partnerships for Housing development.

Builds and maintains strong relationships with internal staff across multiple departments to align activities and incorporate expertise as needed. Retains and oversees external consultants to fulfill conceptual and design development requirements. Builds and maintains strong relationships with external stakeholders such as government, non-government, health authority, private sector and other organizations that play a role in affordable housing development.

Hires, manages and supervises staff, monitoring performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce, considers succession planning and encourages staff to pursue opportunities that complement their skills and experience. Resolves technical and relational issues staff encounter while doing their work.

Performs other related duties as required.

REQUIREMENTS:

Extensive technical expertise and knowledge of the development and implementation of affordable housing policies and development strategies from needs assessment, development, inception and master planning through to securing municipal approvals.

Demonstrated ability to develop and implement business cases and related systems and practices for determining feasibility and conceptual design of affordable housing units initiatives and projects.

Demonstrated ability to prepare complex funding applications and negotiate and/or structure business terms with other levels of government, non-profit organizations and other external stakeholders.

Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.

Ability to work under broad direction and use independent judgment to provide advice on issues of consequence for the organization.

Superior oral and written communication skills, including the ability to effectively listen, persuade others, and resolve complex problems using a high degree of independent judgment. Handles politically charged situations adeptly and smoothly. Superior business writing skills including the ability to write memos and reports. Exceptional attention to detail and demonstrates flexibility to adjust to changing circumstances.

Ability to build and maintain effective working relationships with internal and external contacts. Skilled in dealing openly, tactfully and sensitively in a variety of situations. Ability to establish clear expectations and effectively resolve differences; strong ability to prevent the escalation of conflict. Advanced understanding of change management principles and practices.

Ability to meet timelines and objectives under considerable pressure and constraints; demonstrates persistence in overcoming obstacles. Demonstrated ability to identify areas of opportunity or risk and propose solutions to resolve issues in the best interest of the organization; understands and evaluates the diverse impacts of decisions. Good understanding of business analysis and expertise in systems thinking as well as an ability to facilitate decision making with a diverse set of stakeholders. Ability to analyze, interpret and advise on complex issues where considerable variation in interpretation is possible.

Demonstrated supervisory and managerial skills including the ability to lead multi-disciplinary groups.

Proficiency using Microsoft Office programs including Word, Excel and Outlook.

Valid BC Class 5 Driver's License.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by September 27, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.