



Making a difference...together

# Employment Opportunity

## Corporate Asset and Grant Management Analyst

### *Finance & Technology – Asset Management*

Competition	<b>19/200</b>
Status	<b>Regular Full time</b>
Hours of Work	<b>70 hours bi-weekly</b>
Rate of Pay	<b>\$39.53 – 44.82 per hour</b>
Review of applications begins	<b>This competition will remain open until the successful candidate is found</b>

### **Summary**

The Corporate Asset & Grant Management Analyst supports two core areas:

1. Corporate Asset Management: The Analyst provides advice and guidance to divisions across the organization to improve their asset management maturity and conducts assurance reviews to ensure compliance with the corporate asset management policy, strategy, standards & procedures.
2. Corporate Grant Management: The Analyst administers the grant management program both for internal and external grant programs to maximize grant revenues to support funding projects contained in long-term capital plans and service-area initiatives.

### **Duties & Responsibilities**

- Provides a wide range of functions that includes gathering, verifying and manipulating data and generating ad-hoc analysis by leveraging various system applications to support decision-making at all levels.
- Develops and maintains a registry for grant related activities and guide service divisions with the development of registries related to asset management corporate standards.
- Responds to ad-hoc requests for assistance from divisions to support asset and grant management activities.
- Researches and alerts staff of relevant training opportunities, seminars and grant opportunities and maintains a database of organizations (governments and others) that provide these services and provide guidance on how and where they may be applicable to CRD operations.
- Registers the CRD as a potential recipient of information from relevant external organizations and maintains external service subscriptions.
- Reviews, advises, tracks progress, and reports on internal/external grant applications for compliance to grant requirements and sends regular updates to staff on application status as required.
- Provides guidance on the development of Sustainable Service Delivery Plans.
- Facilitates goal setting and establishes lead and lag key performance indicators to enable measurement of performance and gathers, maintains or provide advice on the necessary data to support these indicators.
- Develops and facilitates a prioritization process for decision-making at all phases of program management.
- Collaborates with Financial Services to ensure relevant information is communicated for process continuity (i.e. grants funding, long-term planning, and capital reserves).
- Reviews and supports the development of asset management procurement documents developed by service divisions to ensure compliance with corporate standards and policies.

- Collaborates with Risk Management Division to facilitates, advices and coordinates risk and criticality assessments using the corporate standard with service divisions.
- Advices on the development of ratings scales (i.e. condition, risk, criticality, etc.) to fit a specific purpose and ensures the rating values are compliant with the corporate standard.
- Provides information and analysis services to assist staff in developing staff reports related to the asset and/or grants programs.
- Ensures documents are approved through the appropriate the governance structure.
- Develops, maintains, gathers and provides advice to divisions as necessary to timely meet reporting needs at all levels (i.e. Management, Committees/Commissions, Board, & Government Agencies).
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

### Qualifications

- Completion of a degree program in a related field and a minimum of three (3) years' related experience in a municipal environment. Asset Management education is preferred.
- An equivalent combination of experience and education may be considered.
- Working knowledge of asset management practices such as asset registries, data analytics, risk, criticality, long-term planning, climate mitigation/adaptation and maturity assessments.
- Strong project management skills.
- Extensive experience in technical/staff report writing. Knowledge of grant application and awarding processes including experience in interpreting standards and qualification criteria of government funding programs.
- Extensive knowledge, skill and ability to use various computer software such as word processing, spreadsheet (Excel), SharePoint and project scheduling programs and databases.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Experience in working with fund accounting in a multi-divisional organization.
- Experience in developing business systems and making system and process recommendations for improvements.
- Experience working with a large enterprise (ERP) System, preferably SAP, and other business database applications used in the delivery of a business processes.
- Working knowledge of centralized processing staff reports and applications in a large and diverse organization.
- Demonstrated strong initiative and sound judgment skills.
- Demonstrated analytical, organizational and 'attention-to-detail' skills.
- Demonstrated ability to work with minimum direction under pressure, meet strict deadlines and deliver on ever changing priorities.
- Ability to establish and maintain effective relationships with staff and outside agencies.

### Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "[Careers](#)".

**The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.**

