



Making a difference...together

# Leadership Opportunity

## Manager, Regional Housing First Program

### *Planning & Protective Services – Regional Housing*

Competition	<b>19/223</b>
Status	<b>Exempt Management</b>
Salary Range	<b>\$106,468 annually (2019 rates)</b>
Review of applications begins	<b>4:00pm on December 2, 2019, but the position will remain open until filled.</b>

#### **Position Purpose**

Reporting to the Senior Manager, Regional Housing, this is a leadership role responsible for the Regional Housing First Program (RHFP), an affordable housing program that is a partnership between the CRD, BC Housing, Canada Mortgage and Housing Corporation (CMHC) and Island Health in collaboration with other Regional Housing Managers. This position provides strong program and project management oversight for the RHFP as well as confidential advice and guidance to senior management.

#### **Key Accountabilities / Position Outcomes**

- Plans, directs, coordinates and monitors all activities associated with the RHFP in the acquisition and development of up to 1,500 units of housing,
- Provides leadership and consultation on the planning, development and implementation of affordable housing projects, including: scope and capacity issues and recommendations, municipal approvals, planning fund approvals, land and turnkey acquisition ensuring program mandates are met and expenditures are within budget.
- Adheres to the terms of the Agreements with other levels of government (terms of partnering agreements between between the CRD, BC Housing, CMHC and Island Health).
- Prepares and recommends approval of affordable housing plans, projects and program funding levels submitted for committee, commission and board approval and recommends approval of affordable housing to the Committee/Board
- Prepares internal and external progress reports to stakeholders.
- Coordinates internal corporate stakeholders (corporate services, legislative services).
- Prepares and recommends strategies and priorities to address potential issues arising from affordable housing project initiatives, and conducts business case reviews, research and evaluation of affordable housing project and program submissions.
- Develops complex project management and development plans and provides expertise, advice and support for high profile affordable housing projects internally and affordable housing projects led and initiated by external stakeholders.
- Uses diplomacy and strong communication, presentation and relationship building skills to create and maintain a network of stakeholders including partners (eg. BC Housing, CMHC and Island Health), elected officials and other internal and external groups to the Regional Housing First Program.
- Reviews, monitors and analyses long range and annual affordable housing projects, submissions and initiatives to provide options, recommendations and advice on appropriate direction and to proactively address potential issues.
- Provides advice and input regarding implications of federal, provincial and local agency policies and plans and advocates for the CRD in funding matters.
- Responsible for the commissioning of the properties, renting up of the units and transfer of buildings to Operations division.
- Leads and supervises the work of division's staff, including matters pertaining to labour relations, staff development, corporate and division policies and procedures and standards.
- Ensures policies, structures and systems are in place to effectively support the function.

## Qualifications

A degree in Public Administration, Business, Planning, Real Estate or related discipline with a minimum of six to eight years of experience leading affordable housing projects and/or programs in a government environment or an equivalent combination of education and experience.

## Role-specific Knowledge, Skills & Abilities

- Strong leadership skills and management experience in a unionized environment.
- Skills in negotiation, collaboration, persuasion and influence management.
- Works collaboratively and interdependently across departments.
- Knowledge of and skills in the development and implementation of strategic plan initiatives.
- Ability to management multiple projects and/or programs to meet required objectives and deadlines.
- Knowledge of the Local Government Act, the Land Title Act, the National Housing Act, the Building Code, BC Housing Construction Guidelines and other relevant legislation and regulations and health and social policies related to the development and procurement of affordable housing.
- Extensive project management experience.
- Demonstrated communication and presentations skills with the ability to explain complex technical and non-technical issues to stakeholders.
- Valid BC Driver's license required.

## 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 wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**



## Appendix – Leadership Profile

*CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.*

### **Leadership Summary**

Leaders at this level are generally recognized as specialists in their field who integrate their depth and breadth of experience in their own discipline with knowledge of business priorities and functions to address complex problems and non-standard situations as a key contributor in an intricate and critical environment. They anticipate client needs, identify solutions, and interpret internal/external business issues, recommending best practice in their own discipline. They explain difficult concepts and persuade others to adopt a point of view. These leaders may lead teams or projects, forecasting and planning resources to meet objectives and managing costs for specific projects.

### **CRD Leadership Competencies:**

*While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:*

#### **Thinks Strategically**

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

#### **Is Accountable for Results**

Aligns the people, resources and systems necessary to deliver business results, including:

- Takes personal accountability for actions and outcomes in own area of responsibility
- Delegates appropriately to achieve results
- Empowers others to be accountable by setting clear outcomes, checking-in regularly, and providing mentoring to ensure goals are met
- Celebrates individuals/teams successfully delivering outcomes

#### **Understands the Politics**

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support
- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

\*\*note: internal stakeholders can include decision makers, those who allocate resources and/or superiors

## Builds Partnerships

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration
- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

## Models Integrity

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes