

1. Position No. 80092, 80232	2. Descriptive Working Title Senior Program Analyst	3. Present Classification Administrative Officer IV
4. Branch Strategic Business Operations & Performance	5. Division Program Planning	6. Work Location Telework Eligible
		Date: April 2018; Revised May 2022
7. Position No. of Supervisor 81014	8. Descriptive Work Title of Supervisor Senior Manager, Program Analysis	9. Classification of Supervisor Excluded Management
10. Job Summary:		

Reporting to the Senior Manager, Program Analysis, the Senior Program Analyst supports the Commission's program planning function to improve the delivery and management of affordable housing programs across the province. He/She/They assumes a leadership role on complex projects, including in-depth financial analysis of complex issues within housing projects and portfolios, the analysis of current and proposed policies, programs and legislation, and the development of recommendations for policy/program alternatives and service delivery options in meeting the strategic priorities of the Commission and government.

11. Job Duties

1. Plans, organizes and leads complex program planning projects, reviewing results, consolidating findings and presenting recommendations to internal and external stakeholders
2. Applies an understanding of internal and external variables and the broader public policy environment in performing comprehensive reviews of proposed programs, policy and legislation initiated by government and the Commission, assesses potential issues and impacts, and develops and presents recommendations for policy/program alternatives and service delivery options
3. Develops major program plans, complex delivery strategies, policies, procedures, program resources, tools, and performance indicators for new programs in order to ensure effective program delivery by both BC Housing and housing providers
4. Working collaboratively with other branches and external clients, collects and analyses detailed financial and operational data for housing projects and portfolios in difficulty, develops workout plans and financial models for long-term forecasting, performs loan underwriting as needed, and presents findings and/or proposed solutions for consideration by senior management.
5. Applying in-depth knowledge of BC Housing funding programs and systems, develops delivery strategies for workout plans, new initiatives and pilot projects in consultation with internal and external stakeholders, in order to ensure effective delivery by both BC Housing and housing providers.
6. Working collaboratively with other Branches and external clients, develops plans and strategies for the roll-out of new programs, policies and processes, including the provision of training and support to ensure effective implementation
7. Supports broader Commission strategic and operational objectives by leading and/or participating in cross-branch or external task force and committee work as assigned
8. Conducts complex research, analysis and evaluation of current programs, assesses efficiency and effectiveness in achieving program objectives, and develops or improves policies, standards, resource materials, and performance measurements to ensure program objectives are met
9. Gathers information regarding a variety of program planning issues, conducts surveys and evaluations, prepares in-depth analysis (cost –benefit, economic, risk management, resident perspectives etc) in support of initiatives, writes

complex analytical reports, and presents findings and/or proposed solutions for consideration by senior management.

10. Identifies and analyzes local, regional and provincial trends and emerging issues affecting social housing and homelessness, using intersectional analysis where appropriate, and prepares reports regarding implications for the Commission.
11. Participates in the research and preparation of position papers; provides background information for briefing notes and reports for the Executive, Board and Ministry regarding a variety of issues impacting the delivery of affordable housing.
12. Fields and responds to complex inquiries from internal and external sources regarding program policies, documents and processes
13. Incorporates perspectives of lived expertise and considers the range of diverse populations (Indigenous peoples, racialized groups, people with disabilities, immigrant populations, 2SLGBTQ+ communities, etc.) to ensure that equitable outcomes for residents result from programs and policies.
14. Maintains current knowledge of developments in the non-profit housing sector, proposed legislative and regulatory changes and other factors that could potentially impact the Commission
15. May supervise a Program Analyst or other staff by providing training and orientation, directing and motivating staff to reach their highest potential, initiating training and development opportunities providing advice and guidance regarding staff issues, conducting risk assessments and accident/incident investigations and taking corrective action, conducting performance evaluations and disciplining staff when necessary. Develops and implements safe work procedures and ensures that all staff are properly trained on new business and systems processes and comply with procedures and standards. Participates on selection panels and participates in the resolution of grievances.
16. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

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4. Education, Training and Experience		

Bachelor's degree in planning, public policy, social sciences, economics or other related field.

Considerable experience in leading complex analytical research projects, including stakeholder consultations, preparing reports and providing recommendations.

Considerable experience in public policy analysis, program design/ evaluation or complex financial analysis particularly in the field of housing or real property.

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

Leadership Competencies:

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

- Considerable knowledge and understanding of the principles, practices and techniques of planning and conducting complex and multi-dimensional projects
- Considerable knowledge of provincial housing programs, subsidy models and supporting resources such as program frameworks, guides and agreements
- Considerable knowledge of the principles, practices and techniques of financial analysis and forecasting.
- Sound knowledge of the principles of loan underwriting
- Sound knowledge of basic accounting in a non-profit environment, including the ability to analyze audited financial statements an asset
- Considerable knowledge of social housing and social policy
- Strong quantitative analysis skill and attention to detail.
- Ability to lead and coordinate complex projects involving extensive consultation with staff and external groups, tracking key deliverables and milestones, and identifying key measures of success
- Ability to work independently and as part of a team
- Ability to manage multiple projects and prioritize work to meet competing deadlines.
- Ability to build and maintain effective relationships with internal staff and external stakeholders
- Strong analytical abilities including intersectional analysis, research, problem-solving and organizational skills, and a proven ability to reason through complex issues
- Excellent verbal and written communications skills, including an ability to present information clearly and concisely to a variety of audiences, including senior management and external partners.
- Strong leadership skills
- Intermediate to advanced proficiency with Microsoft programs (Excel, Word, Access, Outlook, PowerPoint, and Project)

6. Occupational Certification		
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