

JOB DESCRIPTION
BCGEU

| | | | |
|---|---|---------------------------------------|--|
| 1. Position No. 81472, 80925 | 2. Descriptive Working Title Senior Researcher | | 3. Present Classification RO 4 |
| 4. Department Research | 5. Branch/Section Executive Office | 6. Work Location Telework Eligible | Date Jan 2021; Revised Oct 2021 |
| 7. Position No. of Supervisor 32044, 81262 | 8. Descriptive Work Title of Supervisor Senior Manager, Corporate Planning Manager, Research & Information Transfer | | 9. Classification of Supervisor Excluded Management |
| 10. Job Summary: | | | |

Reporting to the Senior Manager, Corporate Planning, the Senior Researcher undertakes a broad range of complex analytical, research and evaluation initiatives designed to support the activities of Executive Office and the business activities of the Commission. He/she/they leads and/or contributes at a senior level to research projects, initiatives and data analysis that support the Commission by applying enhanced understanding and knowledge of research and analysis to inform the development of programs, evidence-based policy and communication of findings. The Senior Researcher also leads complex internal research projects specific to BC Housing's policy and program development; maintaining a good understanding of the emerging policy issues and social housing trends and needs. The position involves establishing collaborative working relationships with Commission staff, government departments, and community agencies.

| |
|-------------|
| 11. Duties: |
|-------------|

1. Works closely with Research and other branches across the Commission to plan, organize, and conduct complex analytical and research projects and surveys designed to support a broad range of key initiatives and day-to-day activities of the Commission.
2. Provides leadership, and support in developing and implementing research and policy using advanced analysis in areas such as Reconciliation, decolonization, and equity, inclusion, diversity, and belonging.
3. Performs project management, research, and program evaluation responsibilities. Prepares and executes research plans including timelines, liaises with research partners, determines required information, establishes tracking of data, and manages, extracts and analyses data.
4. Prepares summaries and reports for consideration by management, Executive Committee, the Board of Commissioners, and other stakeholders to help inform program direction, support decision making and improve outcomes in support of the organization's objectives.
5. Develops and uses reports, and employs data visualization software to facilitate knowledge mobilization and meet the information needs of the Commission with respect to research, evaluation and performance tracking.
6. Proposes and implements strategies and writes materials in conjunction with Communications to communicate research results and disseminate findings to business areas, government partners, community agencies, and housing providers.
7. Raises awareness and champions the importance and value of incorporating Reconciliation, equity, diversity, inclusion, and belonging into research and evaluation initiatives and helps drive the adoption of and adherence to new/revised policies and standards.
8. Acts as a liaison between colleagues across the organization and within the Research group to ensure strong positive collaborations and a holistic approach to research projects that synergize technical and social research principles founded in research methodologies that exemplify best practices.
9. Works in partnership with other Commission staff to respond to information requests from other agencies,

Ministries, and members of the public.

10. Provides input on Research standards, guidelines, policies, and practices, and acts as a resource to other staff within the Commission.
11. Maintains awareness of and monitors trends and issues that relate to social housing, housing needs and demands, and homelessness.
12. Supports internal and external stakeholders with research advice related to equity, diversity, inclusion, and belonging.
13. Performs other duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments.

STAFFING CRITERIA

| | | |
|---------------------------------------|---|-----------------------------------|
| 1. Position No. 81472, 80925 | 2. Descriptive Working Title Senior Researcher | 3. Present Classification RO 4 |
| 4. Education, Training and Experience | | |

Bachelor's degree in social sciences (Urban Planning, Health Administration, Public Policy, Public Administration, Gender, Race and/or Indigenous studies) or other relevant discipline.

Considerable related experience in managing complex research projects, analysing data, and producing reports and recommendations. Experience in project management and communications.

Considerable experience connecting with and working effectively with people from diverse racial, ethnic and socioeconomic backgrounds (E.g. Indigenous, Visible Minorities/Racialized, People with precarious immigration status, Gender Non-Binary, People with Disabilities/Disabled People) and applying frameworks in Reconciliation, equity, diversity, inclusion, belonging, and human rights.

Or an equivalent combination of education, training and experience including lived expertise acceptable to the Employer.

| |
|-------------------------|
| 5. Knowledge and Skills |
|-------------------------|

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
-
- Considerable knowledge and understanding of principles, practices, and techniques to lead and conduct research projects and program evaluations.
 - Considerable knowledge and understanding of the concepts of institutional and structural exclusion and bias and how these impact underserved and underrepresented communities.
 - Sound knowledge of the affordable housing sector in the province of BC.
 - Sound knowledge of best practices in advancing strategy and policy in support of marginalized communities with high functioning cultural competency.
 - Ability to learn and departmental policies and procedures and the Commission's mandate and programs.
 - Ability to develop and execute comprehensive communication plans in collaboration with cross-functional teams. Compelling and persuasive written communication and presentation skills.
 - Ability to demonstrate a high level of self-awareness, empathy and emotional intelligence.
 - Ability to generate and articulate creative new ideas/processes, and develop, plan, facilitate and coordinate their execution.
 - Ability to manage project teams, exercise sound judgment, and demonstrate tact and diplomacy in dealing with confidential and sensitive matters.
 - Ability to use sound judgement in analysing problems and identifying weaknesses and conflicts in policies and procedures; Strong ability to apply an intersectional approach to work analyses.
 - Ability to lead a project from idea to execution while managing multiple inputs and priorities.
 - Ability to be sensitive to the diverse perspectives of stakeholders and works with them to resolve differences and work cohesively together.
 - Ability to establish a high level of rapport with staff, management/senior management, Executive, and other internal and external stakeholders.
Ability to work collaboratively with cross-functional groups to achieve common goals.
 - Strong analytical thinking, problem solving abilities, organizational and time management skills.

- Strong leadership, written and verbal communication, presentation and interpersonal skills.

| |
|-------------------------------|
| 6. Occupational Certification |
|-------------------------------|