

1. Position No. 80338	2. Descriptive Working Title Senior Strategic Advisor, Corporate Planning and Enterprise Risk Management		3. Present Classification Excluded Mgmt
4. Branch Strategic Business Operations & Performance	5. Department Corporate Planning & Enterprise Risk Management	6. Work Location Hybrid – Telework Primary	Date August 2017 Revised Mar 2020, April 2022
7. Position No. of Supervisor TBA	8. Descriptive Work Title of Supervisor Director, Corporate Planning and Enterprise Risk Management		9. Classification of Supervisor Excluded Mgmt

POSITION SUMMARY

Reporting to the Director, Corporate Planning and Enterprise Risk Management, the Senior Strategic Advisor is responsible for undertaking senior level strategic planning projects, including leading the development of the Corporate Business Plan, supporting branches in the development of their business plans, and leading the quarterly performance reporting process. He/she/they also provides support to the Director – Corporate Planning and Enterprise Risk Management by managing strategic initiative projects, conducting research and policy analysis, and preparing reports for BC Housing Executive, Board and Committees of the Board, including the Service Plan and Annual Service Plan Report. The position also provides corporate strategic advice across the Commission and represents the corporate planning and reporting function on various committees and task forces as assigned.

MAJOR RESPONSIBILITIES

Corporate planning, performance reporting and enterprise risk management:

1. Collaborates with Executive Office and the other Senior Strategic Advisors to ensure that the Corporate Business Plan fulfills the direction provided in BC Housing's Mandate Letter and Service Plan, and that it delivers on the corporate-wide strategies and directions. Under the direction of the Director, leads the process involving the creation of the Service Plan and Annual Report. In collaboration with Executive Office, liaises with government and other BC Housing departments, drafts and advises on content provided by others.
2. Works with various team members within Strategic Business Operations & Performance to ensure integrated planning, risk management and reporting processes and materials. Collaborates with Executive Office and Research to ensure efficient performance and risk reporting processes.
3. Prepares drafts operational policies and procedures to support the corporate planning, performance reporting and ERM processes. Participates in the preparation of the Enterprise Risk Management reports and plans for Executive and the Board
4. Proposes and implements strategies and writes materials in conjunction with Communications to communicate about the Corporate Plan, ERM Plan, and processes related to corporate planning, performance reporting and risk management.

5. Works with consultants/third parties engaged with the Team to contract compliance, including setting timelines and ensuring quality of services/products delivered by the consultants/third parties. Supports the Director in drafting the scope of work, assessment criteria and proponent review.
6. Chairs the advisory body of representatives from the branches and business areas on planning and strategic analysis related to BC Housing's annual corporate and branch planning process and enterprise risk management process. Leads the group to develop tactics, methods, and action items towards building consensus and conclusions. Identifies any gaps in the ERM process or reporting and develops solutions to address these gaps.
7. Leads the collaborative process to deliver the annual Corporate Planning and Enterprise Resource Management (ERM) Guide for use by all branches. Provides support and advice to the branches in the development of their Branch Plan and risk management plans.
8. Contribute to the continuous improvement of BC Housing's risk management activities and ERM processes, including staying apprised of best practices, advising, and supporting the development of policies, procedures, templates, tools, and training materials/
9. Manages and seeks improvements to the quarterly Branch Plan reporting process and prepares the quarterly performance reports on the Service Plan for the Executive Committee.
10. Works with the Risk Management and Business Planning Analyst, IMT and other internal subject matter experts to evolve the technical solutions and infrastructure necessary to support planning and reporting with respect to the Corporate Business Plan.
11. Prepares the quarterly reports as a part of the reporting process for internal publication to staff.
12. Creates resources and training material to support the integration of Corporate Planning with risk management

Strategic Initiatives and Performance:

1. Resolves a broad range of corporate issues, requests for information, and queries that come forward from various sources as it relates to corporate planning from groups including the Board of Commissioners, Minister's Office, Members of the Legislative Assembly, and other governments.
2. Conducts quantitative and qualitative research, analysis, and prepares materials and reports. Advises the Director of key/critical issues requiring immediate attention and emerging risks. Identifies opportunities for strategic initiatives and continuous improvement for the benefit of BC Housing.
3. Performs project management, consultant procurement, and the supporting research, policy analysis and report writing required to support strategic initiatives and performance to support the responsibilities noted above, as well as to support other activities of Strategic Operations & Performance team, Executive Office, and the Board of Commissioners.
4. Prepares presentations and speaking notes to support the Director on matters related to the work of the team.
5. Participates as the Executive Office representative for BC Housing's Business Continuity Plan development and coordination
6. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Senior Strategic Advisor, Corporate Planning and Enterprise Risk Management position reports to the Director, Corporate Planning and Enterprise Risk Management.

No positions report to the Senior Strategic Advisor, Corporate Planning and Enterprise Risk Management. This position may be required to provide leadership and direction to other team members, as assigned.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in Public Administration, Public Policy, Urban Planning, Political Studies or another relevant field.

Considerable experience in leading and managing corporate planning, risk identification and strategic analysis processes, preparing corporate strategic documents, and supporting senior level management with an emphasis on strategic planning and issues resolution.

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

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Considerable knowledge and understanding of the philosophies, principles and practices of corporate planning, performance measures and indicators, risk management, corporate governance, research, qualitative and quantitative data analysis, policy analysis and project/program management
 - Sound knowledge of best practices in advancing strategy and policy in support of marginalized communities with high functioning cultural competency.
 - Ability to learn and understand the legislation, organization, strategic direction, programs, policies and procedures of BC Housing
 - Ability to analysing problems and identifying weaknesses and conflicts in policies and procedures
 - Ability to apply an intersectional approach to work analyses using a Gender-Based Analysis Plus (GBA+) tool and applying the principles of equity, diversity, inclusion and belonging
 - Ability to provide leadership and advice, exercise sound judgment, and demonstrate tact and diplomacy in dealing with high profile, sensitive and urgent matters
 - Ability to utilize judgment in presenting issues, and provide leadership, direction, and influence in facilitating appropriate courses of action
 - Demonstrates agility by proactively and continuously seeking out better ways to operate, faster, quicker and more intelligently.
 - Demonstrated ability to understand and share the feelings of another and provide effective feedback.
 - Ability to construct reports and presentations to ensure clear and effective communications employing best practices in formatting and design.
 - Ability to establish a high level of rapport with staff, management/senior management, Executive, and other internal and external stakeholders
 - Ability to demonstrate a social equity analysis
 - Ability to apply 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
- Demonstrated ability to lead a project from idea to execution, proactively identify risks, emerging risks, issues while managing multiple inputs and priorities
- Ability to independently solve problems using qualitative and quantitative data
- Demonstrated professional and interpersonal communication skills across a range of channels (written, oral, presentation) and ability to work collaboratively with cross-functional groups to achieve common goals.
- Effective consultative, facilitation, consensus building and conflict resolution skills.
- Strategic and analytical thinking, problem solving abilities, and organizational and time management skills
- Proficient in the use of Microsoft Office and information graphics, dashboard and collaborative software, including Excel and PowerPoint, Tableau, InDesign, Power BI, Mural etc.