



Position Title: Senior Policy & Planning Analyst (Housing)

Position Status: Full-Time Regular

Department: Regional Planning & Housing Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T27 \$3,486.53 - \$4,119.45 bi-weekly

Our Regional Planning & Housing Services Department is seeking a Senior Policy & Planning Analyst who will work closely in a team environment to help develop, implement, monitor and test regional housing policies and initiatives.

You are: passionate and driven to apply your creativity and considerable technical knowledge to analyzing and developing effective, innovative and grounded housing policy alternatives.

This role:

- Assembles, analyzes and interprets housing data; performs trend analyses and growth projections to determine past, present and future impacts of housing policies or initiatives; participates in the development of related strategies; prepares reports, briefings, recommendations and draft policy proposals for review by a superior.
- Participates in the review, development or revision of policy alternatives; reviews effectiveness of existing practices; surveys municipalities and private sector representatives regarding the implementation of same and prepares reports on findings and recommendations for consideration by senior staff.
- Leads and/or undertakes major research studies and projects related to housing and development issues, including surveys, data development and information systems development; defines project specifications and/or consulting service requirements; prepares requests for proposals, evaluates same and recommends consultants.
- Provides technical and process support for long-term strategic planning processes, such as action plans and performance plans; researches and develops improved methods for prioritizing projects in the capital planning process; works with staff on the development and evaluation of business cases; expands the use of performance measurements.
- Develops complex analytical models; assesses departmental information needs; recommends priorities and implementation strategies and, upon approval, directs and implements same; develops, maintains and updates databases, systems and analytical tools; prepares budget estimates and monitors project budgets.

- Establishes and maintains effective working relationships with staff, consultants, commercial enterprises and associations, municipal and other levels of government and non-governmental organizations; represents Metro Vancouver on various committees and task forces; makes presentations to various internal and external groups; provides technical assistance and information and promotes awareness of policies, objectives and programs to various stakeholders and staff.
- Directs and/or coordinates the work of consultants engaged in technical and research projects; monitors consulting services and ensures compliance with specifications, and addresses related problems.
- Performs related work as required.

To be successful, you have:

- Bachelor's degree in statistics, economics, environmental science, resource management, business administration, geography or a related discipline (ie. urban planning) supplemented by related technical courses plus considerable related experience; or a Master's degree in the same fields of study with sound related experience; or an equivalent combination of training and experience.
- Considerable knowledge of provincial, regional and corporate programs, policies and best practices related to regional development (ie. housing and development issues) and/or corporate strategic planning issues.
- Considerable knowledge of the principles, practices, methods and techniques of researching, evaluating and analyzing data related to issues under review.
- Considerable knowledge of sources of data and current literature, trends and developments in fields related to the work.
- Considerable knowledge of the methods, principles and practices of operating computer and peripheral equipment and software applications related to the work.
- Ability to lead strategic planning initiatives, identify opportunities and challenges, and determine methodologies.
- Ability to collect, analyze and interpret statistical, technical and narrative data and to prepare clear and concise studies, reports and correspondence.
- Ability to develop and/or support customized analytical models or monitoring software.
- Ability to lead, design and undertake major research studies and projects and/or critique business cases from a sustainability perspective.
- Ability to communicate effectively orally and in writing and to make presentations.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to direct and/or coordinate the work of consultants engaged in technical and research projects.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by June 3, 2024.