

Senior Governance Advisor

Job ID -3218

Burnaby, BC

BC Housing, a provincial Crown agency with an annual budget of \$1.28 billion (2018/19), counts on the Executive Office to support its Chief Executive Officer (CEO) in the management of the Commission, particularly in strategic/corporate and sustainability planning, enterprise risk management, corporate performance reporting, and administrative coordination. The Office also provides strategic and operational support to the Board of Commissioners in matters of good governance, oversight, strategy development, legislated accountabilities, and reporting. This is where you can make your mark, as Senior Governance Advisor.

Reporting to the Chief Advisor, Strategic Planning, Governance and Sustainability, you'll provide governance leadership and support to the Board of Commissioners through effective Board administration, communications, operations and governance expertise. More specifically, you'll review, prioritize, and respond to governance matters, manage information that is relevant or related to the Board, provide governance advice and support, and ensure that the necessary due diligence and follow-up are carried out to support the Board and the CEO. Keeping current with evolving best practices in the field, you'll continually seek to improve governance practices at BC Housing, and work closely with the Chief Advisor and the Board to make it happen.

QUALIFICATIONS

As Senior Governance Advisor, you'll have ample opportunity to put to work your bachelor's degree in Public Administration, Law, Political Science or a related discipline, and your considerable experience in providing management-level support, or an equivalent combination of education, training and experience acceptable to BC Housing. A designation or certification in Governance, and governance experience in a Crown corporation setting are considered assets.

These credentials are complemented by the following competencies, knowledge, skills and abilities:

- **Core Competencies:**
 - Personal Effectiveness
 - Communication
 - Teamwork
 - Results Oriented
 - Service Oriented

- Considerable knowledge and understanding of the philosophies, principles and practices of corporate governance, research, policy analysis and issues management.
- Considerable knowledge and understanding of legislation, organization, strategic direction, policies and programs of BC Housing.
- Ability to provide leadership and advice, exercise sound judgment, and demonstrate tact and diplomacy in dealing with high-profile, confidential, sensitive and urgent matters.
- Ability to utilize judgment, discretion and confidentiality in presenting issues, and provide leadership, direction and influence in facilitating appropriate courses of action.
- Ability to manage multiple issues and projects within a changing environment.
- Ability to establish and maintain positive, effective working relationships with management, employees and a wide variety of external parties and stakeholders.
- Excellent consultative, facilitation, consensus-building and conflict resolution skills.
- Excellent strategic and analytical thinking, problem-solving, organizational and time management skills.
- Excellent leadership, communication, presentation and interpersonal skills.
- Excellent research and analysis skills.
- Excellent computer skills in Windows-based software programs.

To view the [Job Description](#) and to apply for the role of **Senior Governance Advisor**, visit <https://www.bchousing.org/careers/current-opportunities>. When applying, please submit a cover letter and your application as a single Word or pdf file. Only applications submitted using the Online Recruitment System at www.bchousing.org/careers will be accepted.

*BC Housing—**one of BC's Top Employers for 2019** and **one of Canada's Greenest Employers for 2019**—is the provincial Crown agency that develops, manages and administers a wide range of subsidized housing options for those most in need across the province. Share in the rewards of working with an organization that offers challenging work and competitive compensation and supports the growth and development of its people.*

BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

www.bchousing.org