

## EMPLOYMENT OPPORTUNITY

### Job Title: Housing Research and Policy Lead

<b>LOCATION:</b>	Victoria, BC
<b>SALARY:</b>	Commensurate with education and experience
<b># OF POSITIONS:</b>	One
<b>TERM:</b>	One Year full-time (35 hrs per week) termed position, with the possibility of extension; open contracting with a company or and individual
<b>START:</b>	September/October 2019

#### OVERVIEW

##### Who We Are

M'akola Development Services (MDS) is a professional development consulting firm committed to supporting vibrant, diverse communities in British Columbia. Our clients span the entire province and involve planning, developing, and operating high-density, multi-family housing projects for public, private, and non-profit clients.

We have an energetic, driven team. Each member brings a unique spirit and skillset, and together we are committed to delivering high-quality projects for our clients and their communities. We strive to create a welcoming and supportive environment where all team members take deep personal accountability for their work, have a passion for excellence, and are driven to achieve their full potential.

##### Who You Are

You seek meaningful, complex work in a fast-paced, growth-oriented environment. You are an independent, proactive problem-solver that adapts quickly to new ideas. You build genuine relationships and collaborate effectively with internal and external stakeholders. You value working in a cooperative, positive environment with other ambitious professionals.

#### PURPOSE OF POSITION

This position is responsible for managing and executing a broad range of high-level housing research, planning and policy analysis services. This is a new, termed position, created to build on initial successes and existing contracts, as well as contribute to developing an overall growth strategy for housing research, planning and policy services. There is a possibility this position could be extended beyond one year.

#### JOB SUMMARY

The Housing Research and Policy Lead is responsible for designing and leading a variety of analytical and research initiatives for stand-alone contracts as well as support the activities of the development services team. The responsibilities of this position include developing and implementing an overall strategy to effectively deliver on existing contracts as well as seeking out new contracts and clients. The Housing Research and Policy Lead will develop and refine tools, approaches and methodologies used to support community-based analyses and solutions for housing challenges across British Columbia.

The Housing Research and Policy Lead will contribute to a multidisciplinary team of project managers and planners, helping to carry out community research and housing needs assessment projects throughout the Province. Candidates are required to have strong research and writing skills, be detail-oriented, and work well in a team environment. The role is an opportunity to work on high-profile housing and planning projects across British Columbia for a wide variety of clients with tasks focused on the following key areas:

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| 1. Housing analysis, land economics, and planning policy research: | 50% |
| 2. Community engagement and public participation:                  | 15% |
| 3. Report writing:   | 20% |
| 4. Project management:   | 15% |

## PRINCIPAL ACCOUNTABILITIES

- Responsible for the initiation, coordination, and management of research and planning projects in urban and rural settings
- Responsible for providing direction, ensuring proper execution of tasks and on-going monitoring for assigned projects from the proposal stage through to completion
- Ability to:
  - manage both quantitative and qualitative data collection, synthesis and analysis
  - research housing indicators, including current housing mix, tenure, rental prices, resale values, and household income
  - understand and produce community demographic and economic base reviews
  - analyze current housing and land development markets, and reviews of community real estate and employment data
  - complete affordability analyses and identify current gaps, anticipated housing needs, actions and policy direction to enhance supply and beyond
  - facilitate key informant interviews and other engagement activities with community stakeholders to understand housing issues from local observations and perspectives
  - produce final reports and deliverables for client use
- Responsible for developing and refining research tools, approaches and methodologies
- Capable of confidently liaising with a wide variety of internal and external stakeholders, including clients and partner organizations
- Contribute to business development related to research and policy contracts, including developing a strategy to identify and liaise with new clients, leading responses to RFPs and actively seeking out opportunities for contracts
- Comfortable with directing junior staff efforts on research projects, but willing to complete all components of research projects, as staff support will be dependent on available internal resources and determined on a project by project basis

## QUALIFICATIONS

- Undergraduate degree plus minimum 5 -7 years' experience with urban or rural planning, research, statistical analysis, policy development or land economics; a combination of experience and school is acceptable
- Experience working in Indigenous, remote or small communities
- Research and plan making and implementation experience
- Comprehensive knowledge of Microsoft Office applications, including OneDrive, SharePoint, Teams
- Business development/client management and project management experience
- Skills and knowledge of planning tools such as: Adobe Creative Suite, online and in-person engagement techniques, and ArcGIS

*We recognize the Lekwungen people in whose traditional territories we live and work*

## MINIMUM COMPETENCIES

Must possess the following enabling competencies:

- Ability to **think critically**; for example, the role requires successfully identifying issues, understanding methods in research and analytics, strategizing solutions and making decisions
- Ability to understand core **interpersonal** practices and approaches to successfully facilitate, negotiate, and manage internal and external relationships
- Ability to **collaborate** and work in a team environment
- Ability to **communicate** through a balance of listening and talking; must speak and write clearly and accurately
- Ability to **lead**, including managing resources to obtain results that are of high quality, responsive and influential
- Ability to understand and employ **plan and policy implementation** competencies, including: sound decision making and risk management, understanding and developing implementation plans, develops evaluation frameworks and methodologies to track outcomes

## GENERAL REQUIREMENTS

- This position requires residing in Victoria with the possibility for another British Columbia location after a successful probationary period
- This position requires some flexibility regarding hours, as some meetings occur after normal working hours and may occur out of town
- Must possess a valid Class 5 Driver's License and have care and control of a reliable vehicle
- Must complete a Criminal Record Check prior to hiring
- Must review and sign all agreements at the start of employment
- Follow M'akola policies and procedures and orientation manual
- Preference given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code

The posting closes **September 13, 2019**; however, the position will remain open until filled. In-person interviews will be held in our Victoria office starting middle to late September 2019.

Interested candidates should submit a cover letter outlining how they meet or exceed the position's criteria, along with a detailed resume, both in PDF format.

Please put "**Housing Research and Policy Lead**" in the subject line, and address it to the attention of:

**M'akola Development Services Management Team**

[hr@makoladevelopment.com](mailto:hr@makoladevelopment.com)

Only those selected for interviews will be contacted. References will be required for all interviewed candidates.