



Aboriginal Housing Management Association

ASSET DATA ANALYST

Job Description

Reports to: Director of Asset Strategies

Updated: May 15, 2019

Located on the Xwemelch'stn (Capilano) Reserve on Skw̓w̓w̓7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

AHMA's Asset Strategies team provides leadership and technical support services to our housing partners to ensure optimum long-term sustainability and performance of housing assets. Working in collaboration, the team provides value through all aspects of asset management including, but not limited to facilitating condition assessments, conducting portfolio solutions analysis, maintenance and capital renewal planning, technical support advice, and implementation of projects and support initiatives.

Reporting to the Director of Asset Strategies the Asset Data Analyst contributes to the success of the organization by providing leadership in managing building condition and portfolio performance data for asset strategies initiatives.

Key Responsibilities

Data Management

- Provide advice for the creation and upkeep of internal policies, procedures, and templates to ensure integrity and quality of data collection, management and reporting.
- Maintains expertise as a "super user" of asset strategies software programs; acts as primary contact for software developers to ensure ensuring optimal performance of software to meet the needs of internal and external stakeholders.
- Identify gaps or areas requiring improvement within existing data and identify opportunities for optimizing data collection methods.
- Provides training and as-needed support to internal and external stakeholders for collection, management, and reporting of asset data; including management of licenses, user access, and confidentiality agreements.
- Respond professionally, courteously and efficiently to stakeholders questions regarding software access, functionality, data analysis, data integrity, reporting and printing.
- Provide representation with external partners that provide opportunity for enhancement of data management, including but not limited to, BC Housing, Statistics Canada, Real Estate Foundation, and Utility Vendors.



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Support Services

- Conduct analysis of building condition data for supporting the development of asset strategies planning services; maintenance planning, capital planning, and portfolio planning.
- Update and maintain building condition data following the completing of maintenance projects, renovation projects and/or new construction.
- Manages supporting projects relating to asset data collection in conjunction with external consultants/advisors, Indigenous housing stakeholders, and internal stakeholders.
- Establishes and tracks asset performance metrics based on gathered data for benchmarking and reporting on success of deliverables related to building and portfolio performance.
- Suggest ways to improve service protocols to optimize client satisfaction and service quality.
- Conduct regional and provincial analysis of data to identify opportunities for leveraging bulk procurement, priorities for new initiatives, and pressures requiring funding.

In addition to the key responsibilities described, all members of the Asset Management team are knowledgeable of all team members responsibilities, provide cross-over support of their duties whenever needed, and support the completion of organizational goals not defined here within.

Knowledge, Skills, and Abilities

- Strong attention to detail and ability to manage large database of data.
- Strong interpersonal skills and positive work ethic.
- Strong computer skills in Microsoft Office, project management/construction software, and asset management software.
- Well developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.
- Focused, versatile, dependable, multi-task oriented, flexible, positive, able to adapt effectively to challenging and emergency situations.
- Ability to create strong strategic relationships and partnerships with internal and external stakeholders.
- Excellent analytical skills with the ability to analyze situations accurately and effectively.
- Proven adaptability to differing cultural and business environments.
- Excellent personal motivation with a proven ability to build and work collaboratively in a strong team concept environment.
- Ability to work independently and successfully meeting quotas.
- Able to travel and work periodic evenings and weekends.
- Ability to travel within BC as required.



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Training, Education, and Experience

- Minimum 3 years' proven experience in administration and data management.
- Minimum 3 years' proven experience in client service and providing training support to stakeholders.
- Must possess a post-secondary diploma or degree in administration, statistics, or related field.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Possession of valid BC Driver's License and reliable vehicle.

Critical Success Factor

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. When hiring, preference will be given to candidates who are of Aboriginal ancestry.