



## Aboriginal Housing Management Association

### JOB POSTING PORTFOLIO PLANNING SPECIALIST

**Please submit your application by Friday, June 22, 2018 (12:00pm PST) to: [jobs@ahma-bc.org](mailto:jobs@ahma-bc.org)**

#### About AHMA

Located on the Xwemelch'stn (Capilano) Indian Reserve on Skwxwú7mesh (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.

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

To learn more about AHMA and what we do, please visit our website at: [www.ahma-bc.org](http://www.ahma-bc.org)

#### Overview:

*Ha7lh skwáyel – Squamish for “Good morning/afternoon.”*

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.

#### Who our team is looking for:

For a full listing of the Portfolio Planning Specialist's Key Responsibilities and preferred Knowledge, Skills, and Abilities, please see the full job posting on our website at [www.ahma-bc.org](http://www.ahma-bc.org).

#### Training, Education, and Experience

- Minimum 5 years' experience in business analysis within a technical environment; proficiency in development of technical and business solutions to meet business needs, and with process development and re-engineering.
- Minimum 5 years' experience in project management with expertise in managing or overseeing a variety of projects and stakeholders; Project Manager Professional designation an asset.
- Considerable experience in real property research and policy functions in the private or public sector, with direct relevance to real estate portfolio investment strategies (redevelopment, construction, divestment etc.) within the residential housing sector.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Bachelor degree in economics, business administration, or other relevant discipline.

#### 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. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

*Chet kw'enmantumiyap – Squamish for “We are thankful to you all.”*

**Aboriginal Housing Management Association****PORTFOLIO PLANNING SPECIALIST***Job Description*

Reports to: Director of Asset Strategies

Updated: May 30, 2018

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Reporting to the Director of Asset Strategies the Portfolio Planning Specialist contributes to the success of the organization by providing business analysis and delivery expertise in strategic portfolio planning of real estate property assets to ensure sustainability, optimal performance and growth of the Indigenous housing sector.

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**Key Responsibilities***Planning & Analysis*

- Provide project implementation advice for the creation and upkeep of internal policies, procedures, and templates to ensure portfolio planning excellence.
- Analyzes businesses requirements and conceptualizes frameworks, models and processes required to support Housing Provider's strategies and enhance decision-making with respect to portfolio planning and management.
- Provides advice on maintenance plans, capital plans and proposed capital renewal projects to ensure linkages and alignment with Portfolio Plan objectives.
- Manages AHMA's Portfolio Planning software, including data collection, integrity of data, ongoing software enhancement, and promoting the software and increasing the usership among Indigenous and non-Indigenous Housing Providers. Performs data and trend analysis to support portfolio Tiering, options analysis, and performance measurements.
- Supports AHMA's Housing Operations team with Housing Providers at risk by providing due diligence reviews of portfolio performance and assists with the development of business cases, briefing notes, and financial/investment management strategies.



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- Provides functional guidance, training and documentation for internal and external stakeholders on the utilization of portfolio planning models and tools, development of real property performance analytics and maintenance of data on real property holdings; provides advice regarding the benefits and implications of integrated management of real property.

#### *Plan Implementation*

- Manages supporting projects relating to the design, development, implementation, and continuous improvement of portfolio planning frameworks, processes and tools; works in conjunction with external consultants/advisors, Housing Providers, and internal stakeholders.
- Conducts analyses of the financial, operational, functional and social performance of Housing Providers portfolio and the overall provincial portfolio assets.
- Provides project management leadership for pilot projects that are initiated to explore and test strategies and processes.
- For divestiture of assets, provide advice and guidance to Housing Providers with portfolio planning analysis, scheduling, coordination, assessing emerging issues, presenting solutions and recommending appropriate action to ensure project objectives are met.

#### *Opportunity Enhancement*

- Establishes and tracks portfolio, program and project level performance metrics based on real property indicators; produces asset criteria for adjustments to any metrics and targets as necessary; manages the design and development of reports and performance scorecards necessary for portfolio analysis and for executive reporting purposes.
- Leads the identification and development of proactive and innovative options, strategies and delivery models for initiatives that optimize performance of the portfolio in alignment with the Housing Providers strategic goals and aligns with AHMA vision.
- Coordinates the development of guidelines and frameworks for the initiation and delivery of portfolio disposition projects including divestitures, transfers, adapting or converting properties, or redevelopment.
- Provide advise on best utilization of divestitures regarding the investment impact and economic relationship of portfolio programs, initiatives, and/or new development opportunities.
- Manages the analysis and design of new technologies and tools that support portfolio planning and management; defines all functional and business requirements for same, including development of comprehensive design and support documentation.

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 interpersonal skills and positive work ethic.
- Well developed skills in prioritizing, organization, decision making, time management, and verbal/written communication skills.



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- 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.
- Strong computer skills in Microsoft Office, project management/construction software, and asset management software.
- Ability to travel within BC as required.

### **Training, Education, and Experience**

- Minimum 5 years' experience in business analysis within a technical environment; proficiency in development of technical and business solutions to meet business needs, and with process development and re-engineering.
- Minimum 5 years' experience in project management with expertise in managing or overseeing a variety of projects and stakeholders; Project Manager Professional designation an asset.
- Considerable experience in real property research and policy functions in the private or public sector, with direct relevance to real estate portfolio investment strategies (redevelopment, construction, divestment etc.) within the residential housing sector.
- Proven experience working with Aboriginal people; direct experience working within a First Nations environment is a definite asset.
- Bachelor degree in economics, business administration, or other relevant discipline.
- Possession of valid BC Driver's License and reliable vehicle.

### **Critical Success Factor**

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