



Shape a place  
where people  
want to be

**Position Title:** Program Manager, Housing Policy and Planning

**Position Status:** Full-Time Temporary (This position to last not later than July 31, 2026)

**Department:** Regional Planning & Housing Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P4B (\$5,317.15 - \$6,255.30 bi-weekly)

**Our Regional Planning & Housing Services Department is seeking a Program Manager, Housing Policy and Planning who will use their considerable experience, technical knowledge and political acumen to help create new regional housing policies and assist municipalities in meeting their housing objectives.**

**You are: both passionate and pragmatic about housing issues and have demonstrated abilities to create thoughtful and practical solutions and drive meaningful policy change.**

**The Program Manager, Housing Policy and Planning reports to the Director, Housing Planning and Development.**

**This role:**

- Provides leadership, oversight and coordination to support strategic Board and Corporate directions to establish and deliver regional housing goals and objectives. Manages and coordinates the activities of the Housing Policy and Planning program and provides expert advice to ensure effective housing policies, including implementing policies and monitoring progress in close coordination with member jurisdictions and other levels of government.
- Oversees, implements and designs policies for the application of regional Development Cost Charges to affordable housing.
- Guides the collection and analysis of data to support evidence based housing policy.
- Guides and prepares complex funding applications and negotiates and structures business terms with other levels of government, non-profit organizations and other external stakeholders. Works with various governmental entities to advance new programs to meet housing needs and align and deliver housing across the housing continuum.

- Accountable for the Housing Policy and Planning program budget. Monitors and controls spending ensuring the effective and efficient expenditure of allocated funds. Prepares and monitors project budgets and contributes to the preparation of long range program and divisional plans.
- Provides advice to the Metro Vancouver Board and Committees and municipal councils on effective approaches for financing and building partnerships for Housing development. Provides best practice guides and new policy directions and recommends and oversees implementation strategies.
- Builds and maintains strong relationships with internal staff across multiple departments to align activities and incorporate expertise as needed. Builds and maintains strong relationships with external stakeholders such as government, non-government, health authority, private sector and other organizations that play a role in housing development.
- Hires, manages and supervises staff, monitoring performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff recognizing the importance of leadership, supervisory and technical training. Develops and sustains a flexible workforce, considers succession planning and encourages staff to pursue opportunities that complement their skills and experience. Resolves technical and relational issues staff encounter while doing their work.
- Performs other related duties as required.

**To be successful, you have:**

- Master's Degree in urban or regional planning, or a closely related field. 8 – 10 years of recent, related experience, or an equivalent combination of training and experience.
- Member, or eligibility for membership, with the Planning Institute of British Columbia (PIBC).
- Extensive technical expertise and knowledge of the evaluation, development and implementation of affordable housing policies including: housing needs assessment, market conditions and land economics, and designing incentives and regulatory approaches.
- Demonstrated ability to prepare complex funding applications and negotiate and/or structure business terms with other levels of government, non-profit organizations and other external stakeholders.
- Sound budgeting and financial management skills. Ability to monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Ability to work under broad direction and use independent judgment to provide advice on issues of consequence for the organization.
- Superior oral and written communication skills, including the ability to effectively listen, persuade others, and resolve complex problems using a high degree of independent judgment. Handles politically charged situations adeptly and smoothly. Superior business writing skills including the ability to write memos and reports. Exceptional attention to detail and demonstrates flexibility to adjust to changing circumstances.
- Ability to build and maintain effective working relationships with internal and external contacts. Skilled in dealing openly, tactfully and sensitively in a variety of situations. Ability to establish clear expectations and effectively resolve differences; strong ability to prevent the escalation of conflict. Advanced understanding of change management principles and practices.

- Ability to meet timelines and objectives under considerable pressure and constraints; demonstrates persistence in overcoming obstacles. Demonstrated ability to identify areas of opportunity or risk and propose solutions to resolve issues in the best interest of the organization; understands and evaluates the diverse impacts of decisions. Good understanding of business analysis and expertise in systems thinking as well as an ability to facilitate decision making with a diverse set of stakeholders. Ability to analyze, interpret and advise on complex issues where considerable variation in interpretation is possible.
- Demonstrated supervisory and managerial skills including the ability to lead multi-disciplinary groups.
- Proficiency using Microsoft Office programs including Word, Excel and Outlook.
- Valid BC Class 5 Driver's License.

### **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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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@metrovancover.org](mailto:careers@metrovancover.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 March 13, 2025.*