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where people  
want to be

**Position Title:** Supervisor, Capital Portfolio Planning

**Position Status:** Full-Time Regular

**Department:** Financial Services

**Employee Group:** Exempt

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** Professional / Technical, Level P3A (\$123,587.51 - \$145,395.95 annually) (2024 wage rates)

**Our Financial Services Department is seeking a Supervisor, Capital Portfolio Planning.**

**You are: A financial modelling and capital planning critical thinker looking to take on a challenging and exciting role in supporting Metro Vancouver's Capital Planning portfolio. You will be pivotal in supporting our financial capital planning team to deliver and support our Metro Vancouver Capital program teams in our annual, and long-term capital planning services. You will take a hands-on approach to our financial modelling and scenario planning for setting rates for households and development charges, all the while supporting the development of our team in their growth.**

**The Supervisor, Capital Portfolio Planning reports to the Division Manager, Financial Planning & Business Support.**

**This role:**

- Supports and leads the centralized function for capital planning in Metro Vancouver, including the planning, coordination, development and finalization of short and long-term capital plans and budgets.
- Responsible for leading, coordinating and delivering the 30, 10, 5 and 1 year capital planning budgets for the organization. Works with teams across Metro Vancouver to identify the strategy and facilitate the development, communication, training, change management and continuous improvement of capital planning and budgeting practices; leads efforts to standardize tools, processes and systems across the capital planning process to ensure consistency with best practices in financial management.
- Reviews and analyzes capital planning documents, databases, reports, presentations, requests and works with senior staff and senior management to identify issues, trends and risks.
- Supervises, coordinates and provides capital planning, financial, technical and administrative leadership and guidance to a team of professional staff in the department and across the organization. Thorough knowledge and experience of financial modelling practices, techniques, and variables to for scenario planning requests for short-

and long-term impacts and provide options to senior leaders. Oversees financial forecasting and modelling for financial implications for household impacts and development charges. Develops, coaches, and trains staff to support financial modelling and forecasting requests.

- Develops, implements and oversees initiatives related to capital planning, including data management and analytics, for projects and programs across Metro Vancouver.
- Provides strategic direction, coordinates ongoing support and continuous improvement of enterprise wide capital planning and reporting systems; including collection of project requests, project evaluation and scoring exercises, portfolio optimization, reporting and analytics to support short and long term decision making and financial planning.
- Presents and/or participates in various meetings to develop, implement and improve information systems as they relate to capital planning. May provide advice or recommendations to MV Board or Committees.
- Hires, manages and supervises staff. Monitors team and individual performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff; determines developmental requirements; provides ongoing and timely feedback; and supports the resolution of technical and interpersonal issues staff encounter while doing their work.
- Performs other related duties as required.

**To be successful, you have:**

- University degree in Engineering, Finance, Business or other relevant discipline. 7 years recent, related experience in capital planning for large utilities; forecasting and modelling; or an equivalent combination of training and experience.
- Chartered Professional Accountant designation, or Masters in Business Administration or an equivalent level of education relevant to the position is preferred.
- Highly developed technical knowledge, experience and understanding of principles of capital planning and utility management issues. Demonstrated ability to act as a subject matter specialist to staff and provide sound and practical guidance for unusual or problem situations.
- Demonstrated ability in the development and implementation of capital planning business practices, processes and information systems.
- Experience and highly developed skills in developing new programs, identifying strategy, planning for and implementing change. Experience managing initiatives with high dependence on specialized software tools and systems.
- Sound written and oral communication skills. Excellent presentation and facilitation skills; ability to influence without authority. Ability to provide clear instructions and translate highly technical information to language easily understood by a variety of audiences.
- Ability to build and maintain effective working relationships with internal and external contacts; expert relationship building and skills and a demonstrated ability to work in a team oriented work environment. Ability to effectively deal with disagreements and prevent the escalation of conflict.

- Demonstrated supervisory skills including the ability to mentor, coach and guide direct reports.
- Ability to meet timelines and objectives requiring persistence to overcome obstacles.
- Proficiency using Questica, Metrolytics, Workvia and Microsoft office programs, including Outlook, Word, Excel, Access, PowerPoint and Visio.
- 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 31, 2026.*