

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Vice President, Operations

Department: Yukon Housing Corporation

Branch: President's Office

Position Number: 102726

Location: Whitehorse

Supervisor's Title: President

Medical Clearance Required: No

Security Clearance Required: No

Date Completed: January 14, 2020

Section 2 - General Summary (main purpose of position)

This position is responsible for the management and direction of the Operations division of Yukon Housing Corporation, which includes the program areas of Housing Operations, Community Partnering and Lending, and Capital Development and Maintenance.

Section 3 - Principal Duties and Responsibilities (5 to 10 of the most important)

1. Leads the development of strategic objectives, business plans and operating principles for the division that are consistent with government direction, department goals and public expectations; ensures all legal and reporting requirements are met.
2. Provides leadership and direction in planning, developing and managing division programs, strategies and policies; ensures programs and services are accessible and responsive to the needs of clients; takes a proactive approach to identify and manage trends, issues and challenges; fosters a culture of innovation and readiness for change.
3. Directs the management of the human and financial resources of the division. This will include coaching and mentoring the management team, supporting individual and team development, ensuring the appropriate allocation and effective use of resources, monitoring and controlling expenditures and developing plans for future human and financial resource needs.
4. Develops relationships with internal, cross department and external stakeholders; maintains alliances with business partners; leads cross-department and corporate initiatives; represents the interests of the department in federal, provincial and territorial initiatives and discussions.
5. Supports the president by providing strategic options, comprehensive policy advice and recommendations; will also provide briefings and advice to the minister and Cabinet. As a member of the executive team, contributes to policy development, planning and implementation of cross-department initiatives and the achievement of government goals.

Section 4 – Contacts (describe the working relationships associated with the job)

President and senior management team – develop strategic plans, budgets, policy and program initiatives; discuss issues and priorities

Division managers and staff – provide direction, resolve problems, explain policy decisions, mentor staff, lead change management initiatives

Department and Yukon government staff – collaborate on shared initiatives, coordinate activities

Stakeholder groups, media, general public – consult on issues, respond to requests

Minister, Cabinet members and committees – present briefings, provide recommendations

Section 5 - Specific Accountabilities (describe the expected end results of the job, i.e. why does it exist, what purpose does it serve?)

1. Quality of life of Yukoners is enhanced by having access to safe and affordable housing choices
2. Improved construction standards in the Territory
3. Private/non-profit sector growth, development and sustainability
4. Improved market conditions, both socially and economically
5. The incumbent is a key contributor to the development of the following plans which guide Corporation activities;
 - a. The Strategic Plan outlines the vision, mission, values and key priorities for the medium to long term and sets out strategies for achieving goals and objectives,
 - b. The Annual Operating Plan flows from the Strategic Plan, describes the organization's objectives, and identifies activities to meet objectives, and sets out allocation of resources and performance indicators,
 - c. The departmentalized, line-item budget is developed from the Annual Operating Plans.
6. Ensures that the Corporation is in compliance with Federal and Territorial legislation and agreements, and provides interpretations as required to direct the administration and enforcement of all legislation, bylaws and policies under the responsibility of the Corporation.

Section 6 – Budget

1. What is the annual budget under the direct control of the position? **NOTE:** usually only applies to positions at the director and assistant deputy minister level

Fiscal Year	2019/2020
Annual Payroll	\$4,287,701
O&M (excluding payroll)	\$9,608,900
Capital (excluding payroll)	\$28,148,000
Revenues	\$6,408,000
Recoveries	\$19,545,000

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

Impacts expenditures by private sector such as developers, contractors, banks, and public, involved in YHC joint venture projects and/or mortgage lending. This position has a critical role in providing direction on expenditures of program funds and loans. Impact is felt by the public, program clients, other governments and their agencies, and the housing sector.

This position is responsible for entering into 3rd party contribution agreements.

Section 7 - Working Environment (describe the normal working conditions of the position - e.g. physical effort, exposure to hazards, mental / physical disagreeableness – as well as the procedures, equipment etc. that are in place to mitigate / avoid such conditions)

The position works in a normal office environment, however there is some travel outside of the Yukon for interjurisdictional meetings or conferences; the position may be required to travel to the communities to participate in public meetings. There is a requirement to manage multiple issues that can be complex and politically sensitive, have significant impact and at times a short deadline for a response.

Section 8 - Signatures

Manager

Director, Human Resources:

Signature:

Paul R. Roubert

Date:

Jan. 14, 2020

Deputy Minister: I approve this job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position.

Signature:

[Signature]

Date:

Jan. 14, 2020

Section 9 – Organization Chart (use the tool in Word to add / delete boxes to the chart below, or create an organizational chart in another program, e.g. Org Plus)

