

EMPLOYMENT OPPORTUNITY

Planner II (Housing) - Full Time Regular

Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning, development, and engineering related services. The Community is in the midst of a significant development program, which includes the development of commercial, industrial, and residential properties. Along with the review and approval of the engineering infrastructure to support this development, the Lands Department is also responsible for assuming the ongoing maintenance and management of the infrastructure.

The Planner II (Housing) will play a pivotal role in helping develop and implement a comprehensive work plan dedicated to improving housing availability for Tsawwassen Members, and for coordinating TFN's existing housing programs and existing housing stock. Housing is one of TFN's biggest challenges; increasing job opportunities at TFN and a growing population are creating more demand for housing. A core area of focus is research, analysis, program and project planning, implementing and monitoring of activities related to the full continuum of Member housing needs. The Planner II will lead or participate in a number of important initiatives related to current housing policy and affordable housing development and will work with various internal and external stakeholders to define and implement effective affordable housing strategies. This includes implementation of TFN's Housing strategy and addressing emerging opportunities to increase the supply of Member housing on TFN lands.

Specifically, this position will be responsible for the green field planning of a new housing subdivision with the Lands team. This includes coordinating a new housing construction program, assisting Members through the home construction process, using a variety of program tools, grants, and partnerships with financial institutions, home builders, and engineering professionals; developing and maintaining relationships with third party housing providers such as Metro Vancouver Housing Corporation, negotiation and oversight of TFN Home Loan Guarantee arrangements with financial institutions, and administering housing grant programs.

Working Relationships

This position reports to the Senior Planner, Policy and Projects and works closely with the professional staff in the Lands Department. The successful incumbent will work with several TFN departments, including Policy and Government Services, Finance, and Health and Social Services, to achieve housing goals. The Housing Planner II will be expected to develop excellent relationships with TFN Members and strong working relationships with external partners, including financial institutions, the Canada Mortgage and Housing Corporation, Aboriginal Affairs and Northern Development and other housing and funding agencies.

Specific Responsibilities

The Planner II accomplishes TFN's housing objectives through the following specific tasks:

- Overall management of the TFN Housing program, including the housing budget, contracts, and any staffing needs required.
- Be the first point of contact for Members to access assistance with housing, including:
 - Grant applications, including TFN grants and federal grants
 - Assistance with regulatory requirements
 - Assistance with financial institutions
 - Housing policies and procedures from AANDC, CMHC, and other related agencies.
- Work with financial institutions to expand the TFN Housing Loan Guarantee Program to additional institutions
- Assist Members with accessing TFN Housing Loans through the Guarantee Program
- Prepare and submit all reports in accordance with relevant agency requirements.
- Maintain current knowledge of housing policies and procedures at TFN and from external agencies, as well as of current residential construction practices
- Coordinate housing projects, including financing, budget preparation, and project scheduling
- Monitor and oversee projects through all phases of construction
- Follow-up with contractors to ensure project is complete

Education/Experience:

A degree in urban planning, public administration, business administration, project management, or a related field. Relevant experience and knowledge of the home construction industry is preferred. CMHC or Housing Management Certification an asset. 3-4 years of work experience in a field related to housing development is essential; or an equivalent combination of education and experience. Considerable knowledge of the principles and procedures applicable to planning and development, particularly related to housing policy and planning.

Additionally:

- Knowledge of Tsawwassen First Nation's legislative and regulatory environment.
- Experience/familiarity with First Nation housing
- Knowledge of First Nation history, culture, and communities.
- Ability to develop strategic direction and program implementation collaboratively with various stakeholder/community groups.
- Familiarity with budget management
- Must complete a satisfactory Criminal Records Check
- Valid Class 5 BC Driver's License and access to a reliable personal vehicle
- Ability to effectively prioritize workloads and meet required deadlines

Working Conditions

Work is performed primarily indoors in an office environment. Off-site travel is occasionally required to conduct site visits for construction projects, attend meetings, committees, conferences and training events.

Qualified applicants are invited to submit their resume and cover letter to hr@tsawwassenfirstnation.com

Wages: Competitive pay and a generous benefit package commensurate with qualifications.

We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview.

Pursuant to the Tsawwassen First Nation Government Employees Act, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC Family Law Act) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.