

Job Details

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Service Area Housing, Social Services & Dearness Home

File # M-41-16E

Posting Open Date 6/30/2016

Posting Closed Date 7/14/2016

Job Code PBS-639

Position Title Manager III, Housing Services

Position Type Permanent - Full Time

Employee Group Management

Summary of Duties Reporting to the Managing Director, this position is responsible for major program sectors of the Housing Division including budgeting, policy, program administration and procedure development, overseeing daily operations and monitoring and evaluating program within the Division.

- Work Performed**
- Manages all aspects of the social housing Service Manager (SM) role, including planning, organizing, leading and control of social housing administration within the service area as assigned.
 - Manages and supervises a multi-disciplinary housing team providing governance, technical and financial management support and guidance to a variety of social housing stakeholders ensuring the effective and efficient service delivery system under appropriate legislation, regulations and local rules.
 - Manages the Housing Division's finances through processing of transactions, cash management, review and approval of housing provider's subsidy estimation, reconciliation of annual information returns, design and document of financial procedures, maintenance of internal financial controls, development and administration of operational budgets and related financial and monitoring reports.
 - Oversees the Housing Division's risk management of social housing providers through operational reviews; the design, planning and conducting of special audit assignments; risk tolerance, recognition, assessment and analysis; appropriate mitigation strategies or remedies; monitoring and follow up.
 - Plans, monitors and maintains social housing programs to meet the changing needs of clients providing monitoring and analysis reports.
 - Recommends, develops and implements policy, system review and design providing guidance and advice to the Director of Housing and to the Managing Director, Housing, Social Services and Dearness Home.
 - Contributes to the development of Housing Division's strategic plan(s) by recommending options and ideas for the short and long term business & service objectives.
 - Leads complex projects relating to the delivery of social housing programs that have potentially contentious implications throughout the organization, with senior level representatives from external stakeholder organizations, government and elected official committees, and ensures the completion of resulting assignments.
 - Develops and maintains strong relationships and communications with community, housing stakeholders and other levels of government including counterparts in Federal, Provincial and Municipal governments and related municipal and sector associations.
 - Maintains awareness and monitors developments of pertinent legislation, governmental policies, procedures or trends that impact the Housing Division and conducts research.
 - Develops and conducts staff training and provides managerial leadership, coaching and advice to team members and other Housing Division personnel.
 - Makes strategic decisions surrounding resource allocation, recruitment, selection, performance management and recommends appropriate organizational design of the Housing Division.
 - Oversees the creation of and management of the appropriate information systems to support the delivery of program operations.
 - Represents the Director of Housing and/or chairs various meetings/committees related to social housing finance, administration or operational issues.
 - Performs related duties as assigned.

Qualifications 4 year university degree in commerce, finance or business administration.

- Specialized Training and Licenses**
- CPA designation
 - Recognized professional housing accreditation with the Institute of Housing Management (IHM) or the Chartered Institute of Housing (CIH Canada) is an asset
 - 10 years' experience at a senior management level, together with experience in social housing administration and/or management.
 - Demonstrated experience interpreting a variety of legislative issues, governmental policies, procedural issues, including economic trends
 - Excellent verbal and written communication skills.
 - Demonstrated facilitation, problem solving and leadership skills.
 - Valid Class G Drivers License

Other Information Hours of Work: Monday to Friday 8:30 am- 4:30 pm
Please note that hours of work are subject to change.

Important Instructions PLEASE UPLOAD YOUR TRANSCRIPTS WITH YOUR APPLICATION (Under the Documents Section).
Please note successful candidates will be asked to provide a Police Information Check (PIC),

dated within the last six months. This documentation would not be required until further in the recruitment process (following the interview stage if selected).

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