



Position: Manager, Affordable Housing

Competition Number: 2020-EX-EN-53075764-01

Competition posting date: 2020.12.11

Competition closing date: 2021.01.07

Community & Social Services Department, Housing Services, Affordable Housing Branch

1 Full-time Continuous Position - 35 hours/week

Affiliation: MPE

Salary: \$107,500.12 to \$135,913.96 annually (2019 rates of pay)

Location: 100 Constellation, Nepean

Category: Current Opportunities

Employment Group: Community and Social Services

Job Summary

The Manager, Affordable Housing is responsible for managing, implementing and evaluating an integral component of the City's 10-year Housing and Homelessness Plan that includes the delivery of new multiple housing options within the Ottawa region over the next 10 years.

The Manager develops capital projects & partnerships that include the development of affordable and supportive housing that may include other community mixed uses (recreation, community service hubs, retail etc) while managing significant financial risk on behalf of the City. The Manager is responsible for complex multi-stakeholder negotiations including the Ministry of Municipal Affairs and Housing, Infrastructure Ontario, Canada Mortgage and Housing Corporation and other private Financial Institutions. The Manager is responsible for approving complex financial mechanisms (capital grants, fee waivers and exemptions, low cost financing), leveraging funding from multiple sources with specific guidelines and program rules - in excess of \$100 million.

The Manager is responsible for managing, evaluating and improving Council and department directed strategic programs, services, projects, partnerships, related action plans, policies, guidelines and procedures. This includes:

Affordable Housing to improve the City's ability to plan for and respond to the housing and supportive needs of the community and to address the department's and Council's priorities as follows:

- **Action Ottawa:** Supports the creation of needed affordable housing by leveraging federal/provincial, municipal and partner equity and facilitating access to programs provided by the City and other levels of government.
- **Ontario Priorities Housing Initiative:** Provides federal and provincial funding for the creation of affordable housing and affordable housing programs in Ontario. These programs include (1) Capital funding for new affordable housing; (2) Ontario Renovates Program; (3) Homeownership down payment assistance; (4) Rent Supplement and (5) Housing Allowance Program.
- **Affordable Housing policy development:** as they relate to other City areas such as the City of Ottawa Official Plan, Zoning By-laws, Development Charge By-laws and Real Property processes and procedures.
- **Conducting Calls for Request for Proposals:** for major capital projects that involve multiple funding sources and partners.
- Centre of expertise for the development of new affordable housing concepts, plans and vision that align with federal and provincial government programs, funding opportunities and municipal objectives;



- Strategic support to the Director General Manager and to other senior management to facilitate change management initiatives within the branch that reflect alignment with corporate goals;
- Partnerships to strengthen capacity for initiatives and projects with the Not for Profit, Charitable and Private Sectors, including project/significant risk management of major capital projects and public private partnerships to ensure viability;
- Provides strategic direction to develop incentive programs for the private development sector to increase the supply of rental housing in the city;
- Oversees the creation of new municipal tools (financial, policy and grant based) and approaches to develop affordable housing;
- Recommends other policy development that generates revenue such as the Affordable Housing Land and Funding Policy and the collection of Development Charges for Affordable Housing;
- Other activities and projects as may be required that support policy and/or capital projects in Housing Services and CSSD.

The Manager is also responsible for managing financial and human resources (including contracted services, stakeholder and partner relationships).

Education & Experience

Completion of a 4 year university degree in urban planning, architecture, engineering, business administration, public administration or other related field

Minimum of 8 years related experience in city planning and development and/or managing complex projects, negotiating and maintaining relationships with stakeholders such as, City Council, other levels of government, agencies, or private sector organizations including a minimum of 5 years in the management of human and financial resources.

*Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.

Language, Certificates & Licenses

English oral, reading, writing required

Knowledge

- The City of Ottawa's organizational, governance and administrative structures
- Legislation, regulations, policies, standards and guidelines relevant to the work
- Expert knowledge of housing policies and programs, interpretation and implementation of housing legislation
- Principles and methods of economic, financial, social and political risk analysis
- Housing Services programs/services
- Real Estate and Development Finance and Economic Principles
- In-depth knowledge of Planning and development processes as they relate to residential development
- Knowledge of multi-residential design and construction principles and processes
- Federal, provincial and municipal funding, service delivery and accountabilities for housing and related programs
- Contract Administration
- Financial, accounting and asset management principles
- Knowledge of Planning Act, Municipal Act, Housing Services Act, City of Ottawa Official Plan, Zoning By-law and Building Code
- Industry trends and developments
- Business administration concepts, theories, principles and methodologies
- Corporate policies, guidelines and practices
- Project management principles and practices



- The various Collective Agreements in place at the City
- Understanding of the programs/services and operations of other City areas, and the inter-relationships between them and own work area
- MS Office
- Must be familiar with applicable health and safety legislation, have knowledge of any potential or actual danger to health or safety in the work place, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies and procedures

Competencies & Skills

The key competencies that describe the skills and behaviours expected to be demonstrated by managers and supervisors at the City of Ottawa are available on Ozone. The seven Leadership Competencies, which align with Servant Leadership, are:

- **Strategic Leadership** - Sets/implements the strategic direction, understands internal and external trends, the political sensitivities of the organization and applies this knowledge to support the long-term vision and success of the City
- **Demonstrates Business Sense** - Understands the impact of decisions on the business and the ability to strive to improve business performance; requires an awareness of business issues, processes and outcomes as they impact the community, the City's reputation and strategic direction
- **Builds Collaborative Relationships** - Proactively communicates, builds and utilizes professional relationships and partnerships with all internal and external stakeholders
- **Fosters Innovation and Change** - Develops an environment that embraces innovation and efficiently integrates change into the organization
- **Engages Employees** - Leads, coaches, mentors and develops an engaged, diverse workforce of individuals and teams, where work is performed in a safe, respectful environment and successes are recognized and celebrated regularly
- **Delivers Results** - Creates effective plans and performance measures, holds themselves and others accountable for measurable, high quality, timely and cost-effective results
- **Client-centric Focus** - Serves the client interest through focusing individual, team and organization effort on identifying and meeting key and diverse client needs (the term "client" includes both internal and external clients)

*If this opportunity matches your interest and profile please apply online by using the "**Apply**" button. If this is your first online application please refer to our resources on how to apply for jobs online.*

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.

The City of Ottawa is committed to providing quality services by establishing a qualified workforce that reflects the diverse population it serves. The City encourages applications from all qualified individuals.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.