BC HOUSING

JOB DESCRIPTION

MANAGEMENT EXCLUSION

1. Position No.	2. Descriptive Working Title		3. Present Classification
82546, 82561, 82562	Change Management Advisor		Excluded Management
4. Branch	5. Department	6. Work Location	Date
Strategy and Innovation	Strategic Transformation	Hybrid – Site Central	January 2026
7. Position No. of Supervisor	8. Descriptive Work Title of Supervisor		9. Classification of Supervisor
82061	Change Management Lead		Excluded Mgmt

POSITION SUMMARY

Reporting to the Change Management Lead, the Change Management Advisor is responsible for providing change management and change leadership expertise to lead and enable the achievement of complex cross-organizational transformation and change initiatives aligned with BC Housing's strategic direction. He/she/they applies change management principles, methodologies, and best practices to create integrated change solutions that improve organizational performance and enable successful adoption of new ways of working. The role conducts interest holder assessments and change readiness assessments, identifying risks, barriers, and success factors across organizational change initiatives. The position develops change strategies and tactical change plans that drive the successful execution of strategic initiatives while maturing the organization's change capabilities. The role advises Executive Sponsors on effective change planning and change leadership role activation and supports Change Leaders with individual coaching and group development processes to facilitate ownership, commitment, and accountability for change outcomes.

MAJOR RESPONSIBILITIES

1. Applies change management (CM) principles, methodologies, and best practices, using both planned and adaptive approaches as required, to enable staff adoption, utilization, and proficiency with organizational solutions that improve organizational performance.

2. Conducts interest holder assessments and change readiness assessments, facilitates leadership dialogue to strengthen understanding of change impacts, develops situational awareness of the change context, and identifies success factors, enablers, risks, and barriers to incorporate into change planning and delivery.

3. Creates integrated change plans that include interest holder engagement, communications, sponsorship, coaching, resistance management, training, and reinforcement activities tailored to the scope and scale of the change and situated within the appropriate stage of a BC Housing Stage Gate process.

4. Develops change strategies and tactical change plans that address immediate project-specific requirements based on situational awareness of the details of the change and impacted groups while maturing the organization's change capabilities and building change resiliency.

5. Advises the Executive Sponsor on effective change planning and change leadership role activation to address the anticipated human dynamics of change. Partners with interest holders, including People Managers and Change Leaders, on effectively leading change to build commitment and acceptance of organizational changes within their teams by incorporating CM best practices.

6. Under the direction of the Manager, the position assists with individual coaching and group development processes to facilitate ownership, commitment, and accountability for change outcomes. Partners with other branches and project team members as required, to ensure a cohesive and integrated approach to change planning and implementation,

continuing through to sustainment and ensuring changes are embedded into organizational systems for organizational outcomes to be realized.

7. Under the direction of the Change Management Lead, partners with subject matter experts and the Leadership & Learning team to define training needs and design training solutions that equip staff with the knowledge, skills, and capabilities to achieve the desired end state.

8. Monitors staff response to change and adoption metrics and recommends feedback, learning cycles, and course corrections to facilitate staff adaptation to change. Tracks change management effectiveness through Leader and interest holder feedback for continuous improvement.

9. Supports organizational culture shifts in alignment with evolving strategic and operational priorities by engaging leaders in continuous adaptive cycles of change to evolve our ways of working.

10. Assists in developing and reviewing change management standards and change leadership practice guidelines, tools, processes, and methodologies for successful and sustainable adaptation of transformation initiatives.

11. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Change Management Advisor reports to the Change Management Lead.

There are no positions reporting to the Change Management Advisor.

QUALIFICATIONS

Education, Experience and Occupational Certification

Bachelor's degree in Business Administration, Organizational Development, or a related field.

Certifications in Change Management or Certified Change Management Professional (CCMP).

Considerable experience in change management or organizational development in a complex organization.

Considerable experience leading and managing complex transformational and cross-organizational change, developing and delivering change management discipline that enhances organizational capabilities to lead and manage change effectively.

Or an equivalent combination of education, training and experience acceptable to the Employer.

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Considerable knowledge in organizational change management principles, methodologies, and tools, project management concepts, and approaches.

Considerable knowledge of project management methodologies.

Strong coaching and facilitation skills for enabling leaders' change capability development, engaging cross-functional teams, and fostering their collaboration and alignment.

Excellent written and verbal communication, problem-solving, organizational, and time management skills.

Ability to develop effective and actionable change strategies and tactical change plans aligned with BC Housing's strategic direction, informed by organizational context, and tailored to the unique situational challenges and opportunities.

Ability to apply systems thinking to the organizational system to facilitate transformational and cultural change within an organization.

Ability to build rapport and maintain trust-based relationships across all organizational levels.

Ability to apply a high level of self-awareness, empathy, and emotional intelligence, and demonstrate tact and diplomacy in dealing with confidential and sensitive matters.

Ability to analyze complex data and translate it into actionable business solutions, diagnose organizational performance improvement needs, and determine appropriate interventions and solutions.

Ability to progress, advise, and support on corporate and branch-level that progress BC Housing's key commitments of Indigenous Reconciliation, Equity, Diversity, Inclusion and Belonging and environmental sustainability and resilience.

Strong skills at applying an intersectional approach to work, and integrating principles of equity, diversity, inclusion, and belonging into change planning and execution, including, for example, gender-based analysis and social equity analysis.

Ability to learn and understand BC Housing programs and related documentation.

Proficient in the use of Microsoft Office Suite, including Outlook, Excel, Word, PowerPoint, Project, Visio, SharePoint and other relevant software applications.