BC HOUSING

JOB DESCRIPTION

MANAGEMENT EXCLUSION

1. Position No.	2. Descriptive Working Title		3. Present Classification
TBD	Executive Director, Data and Analytics		Excluded Mgmt
4. Branch	5. Department	6. Work Location	Date
Strategy & Innovation	Data and Analytics	Hybrid – Site Central	October 2026
7. Position No. of Supervisor	8. Descriptive Work Title of Supervisor		9. Classification of Supervisor
81522	Vice President, Strategy and Innovation		Excluded Mgmt

POSITION SUMMARY

Reporting to the Vice President, Strategy and Innovation, the Executive Director, Data and Analytics oversees and provides strategic leadership for BC Housing's enterprise data and analytics strategy, data governance, business intelligence, and process improvement initiatives. He/she/they leads the transformation of BC Housing's data environment into a trusted, integrated resource fostering a culture that values and uses data as a strategic asset, strengthening data literacy and promoting evidence-informed decision-making across the organization, ensuring insights support strategic planning, decision-making, service delivery, organizational performance, and housing outcomes. The role also provides strategic leadership for enterprise-wide process/continuous improvement and organizational effectiveness initiatives, including establishing governance, frameworks, methodologies, and capabilities required to advance enterprise-wide process optimization to support the achievement of strategic objectives. The position serves as a trusted advisor to senior leadership by providing strategic insights and recommendations to support organizational priorities and effectiveness.

MAJOR RESPONSIBILITIES

Data Strategy and Governance

1. Leads the development and execution of BC Housing's enterprise data and analytics strategy, establishing priorities and roadmaps to transform siloed and legacy data practices into an integrated, standards-based, and future-ready data environment aligned with organizational priorities, housing outcomes, and legislative obligations.
2. Establishes and oversees enterprise data governance frameworks, policies and standards including data quality, metadata, master data, common business definitions, lifecycle management, classification, access, data sharing and ownership. Ensures compliance with privacy, security, records management, freedom of information legislation and other applicable regulatory/compliance requirements and incorporates Indigenous data sovereignty principles where applicable.
3. Designs, implements, and monitors a federated data governance model that balances enterprise standards with business area accountability, and assigns ownership and stewardship responsibilities for the quality, definition, use, maintenance and retention of data. Promotes the consistent, integrated, and trusted use of data across BC Housing.
4. Leads enterprise data quality initiatives to identify, monitor and address systemic data quality issues and implements mechanisms to continuously improve data reliability and consistency. Partners with legal, privacy, security, and information technology leaders to identify, assess and mitigate data-related risk.
5. Partners closely with the Information Management and Technology Branch to ensure data strategy, governance, and analytics needs are supported through technology platforms, architecture, and delivery roadmaps.
6. Defines enterprise data architecture requirements, including common business definitions, data models, metadata practices, and reference data standards, to support integrated reporting, analytics, information sharing, and enterprise decision-making.
7. Builds data literacy across the organization and fosters a culture that values data as a strategic asset and promotes continuous improvement and evidence-based decision-making.

8. Represents BC Housing on cross-government, ministry, sector, and industry data and analytics initiatives, partnerships, committees, and standards bodies, and supports collaboration with external partners as required.
9. Promotes responsible data sharing and information exchange practices, considering privacy obligations, partner agreements, organizational needs, and Indigenous data sovereignty principles.

Analytics, Reporting & Performance Measurement

10. Partners with the Strategy Management Office to ensure the analytics and reporting function effectively supports corporate planning, performance measurement, and decision-making across the organization.
11. Provides governance and strategic guidance for the responsible adoption of advanced analytics, data-enabled automation, and emerging AI capabilities, in partnership with business and technology leaders.
12. Oversees the development of business intelligence, analytics and predictive modelling capabilities to support housing operations, asset management, service delivery, organizational performance, research, and future housing needs, ensuring that analytical insights are timely, relevant, and actionable.
13. Ensures the timely delivery of accurate and relevant reporting to support executives, the Board, government, business areas and other key stakeholders.
14. Provides strategic guidance on the maintenance and continuous improvement of the organizational performance framework, including key performance indicators (KPIs), metrics, dashboards, and outcome measures, in collaboration with the Strategy Management Office.

Process Improvement

15. Oversees enterprise-wide process improvement and organizational effectiveness initiatives, ensuring alignment with organizational goals and priorities.
16. Oversees governance, frameworks, standards, and methodologies that enable consistent and sustainable process improvement, business optimization and continuous improvement practices.
17. Leads a portfolio of complex process improvement initiatives, providing strategic oversight, resources, and guidance to senior leaders on addressing organizational challenges and opportunities.
18. Identifies opportunities to improve service delivery processes, operational performance, and interest-holder experience through integrated approaches that leverage people, process, data, and governance.

Other

19. Acts as a trusted advisor to executives and senior leaders by providing strategic advice and recommendations on data, analytics, reporting, performance measurement, process improvement, and related trends, opportunities, risk and trade-offs.
20. Leads and develops a multidisciplinary team responsible for data governance, analytics and reporting, process optimization, and data management capabilities.
21. Supervises the work of staff in accomplishing the business activities of the program area. Creates a supportive and progressive environment, coaches, trains and ensures staff are provided with information necessary to perform their assigned duties. Completes performance evaluations, addresses performance issues, and takes disciplinary action, which may include suspension and the recommendation for termination. Plays a key role in recruitment activities, including hiring, promotion and demotion decisions, and recommends compensation activities of staff. Resolves grievances up to the second stage of the process. May contribute and participate on the negotiating committee as a management representative. Manages resources required to fulfill operational requirements, develops staffing plans, and recommends staffing levels to accomplish goals.
22. 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 Executive Director, Data and Analytics reports to the Vice President, Strategy and Innovation.

The position supervises a team of staff, including excluded and bargaining unit employees.

QUALIFICATIONS

Education, Experience and Occupational Certification

Master's degree in Data Science, Statistics, Economics, Information Management, Computer Science, Public Policy, Public Administration, Business Administration, or other relevant fields.

Extensive experience in data governance and management, analytics, performance measurement, process improvement and/or information management in a large, complex public sector organization, including experience establishing and operating data governance frameworks in a federated or matrixed environment.

Considerable experience leading enterprise-wide data and analytics strategies, data transformation and organizational transformation initiatives involving complex or fragmented data environments.

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

Criminal Record Check (Tier 1) Required

Knowledge, Skills and Abilities

Core Competencies

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

Leadership Competencies

- Alignment & Results
- Team Development
- Relationship Building/Management

- Extensive knowledge of enterprise data governance, data architecture, and modern data management practices.
- Considerable knowledge of analytical methods, business intelligence, statistical analysis, predictive analytics, and emerging technologies that support data management, including cloud platforms and artificial intelligence.
- Considerable knowledge of privacy, security, records management, and regulatory requirements applicable to public sector data.
- Considerable knowledge of process improvement principles, theories, methodologies, and tools.
- Considerable knowledge of performance measurement, outcomes frameworks, and related reporting practices.
- Excellent leadership, presentation and interpersonal skills.
- Excellent communication skills with the ability to translate complex data and analytical concepts into clear, actionable information for executive, operational, and external audiences.
- Excellent analytical and systems thinking skills, with the ability to assess complex data, organizational, and operational issues.
- Excellent stakeholder engagement, influence, and negotiation skills in complex environments.
- Proficient in the use of Microsoft Office and relevant software.
- Program and change management skills across multiple lines of business.
- Excellent strategic leadership skills to manage complex, multi-stakeholder process improvement initiatives.
- Ability to lead, coach and motivate staff in a team environment.
- Ability to design and lead performance and organizational improvement initiatives.
- Ability to learn and understand the departmental policies and procedures and BC Housing's mandate and programs.
- Ability to lead through ambiguity and drive sustained organizational change.
- Ability to balance enterprise standards with local operational realities.
- Ability to build trust in data as a credible foundation for decisions and public accountability.
- Ability to work successfully with executive leaders and governing bodies to influence strategy and organizational change.