



JOB DESCRIPTION
MANAGER OF RESEARCH, PLANNING AND COMMUNITY DEVELOPMENT

Position Title MANAGER, RESEARCH, PLANNING AND COMMUNITY DEVELOPMENT	Reports to: EXECUTIVE DIRECTOR
Employee Group MANAGEMENT	Position Status FULL-TIME
Location 4445 Norfolk Street, Burnaby, B.C. (Territory of Coast Salish Nations)	Hours of Work 35 hours per week

ABOUT SPARC BC

The Social Planning and Research Council of British Columbia (SPARC BC) is an independent, non-partisan, non-profit society and federally registered charity that focuses on social justice issues. SPARC BC was established in 1966 and is an innovative organization that uses a social enterprise model where the revenue generated from our service areas is invested into our mission-driven work. Our mission is to work with communities in building a just and healthy society for all. Our work aims to help shape public policies and programs that create positive outcomes for people in the areas of accessibility and inclusion, income security and poverty reduction, and community development education and outreach.

SPARC BC has a diverse membership and donor base that includes individuals and organizations from across British Columbia who regularly support SPARC BC’s work with communities. Our Parking Permit Program for People with Disabilities is recognized across British Columbia for helping remove barriers and promoting inclusion for people with mobility limitations to enable them to access amenities, services and businesses in their community. Our Research, Planning and Consulting Services provides leading-edge evidence based research, program evaluation and community planning services to diverse organizations, including: municipalities, First Nations, funding organizations, social development community, social justice organizations, community-based service providers, academic institutions, boards of trade, and the public at large.

SPARC BC is committed to the values of social justice, inclusion, integrity and learning. We offer competitive salaries, an excellent benefit package along with a variety of opportunities for professional growth and development. We offer a collaborative, fast-paced, work environment that supports and respects diversity. We invite you to bring your knowledge, passions, skills and experience to our team. To learn more about our organization and our work with communities, go to our website at www.sparc.bc.ca.

OVERALL RESPONSIBILITIES

The Manager of Research, Planning and Community Development is responsible for:

- Providing leadership in managing the work of Research, Planning and Consulting, including on-going marketing and proposal development as well securing, negotiating and managing contracts;
- Co-ordinating internal and external research assignments;
- Providing social policy research, planning, evaluation, and consulting services to external clients delivered on a fee for service basis;
- Ensuring the effective leadership and supervision of a team of five professional staff;
- Providing leadership for SPARC BC's mission driven work in the area of social policy, research and advocacy and community development education and outreach;
- Building SPARC BC's reputation in conducting leading-edge, evidence-based research;
- Identifying opportunities to expand SPARC BC's work with Indigenous communities;
- Providing ongoing outreach to non-profit organizations, civil society organizations, municipalities and all levels of government (Federal, Provincial, Municipal and First Nations);
- Leveraging research, planning, and consulting opportunities and contracts to advance SPARC BC's mission-driven work;
- Developing policy reports and SPROUT publications, and delivering workshops and seminars on topics related to social policy research and advocacy, income security, and poverty reduction as well as community development education and capacity building;
- Leading SPARC BC's work in providing community development education and outreach to smaller BC communities.

MEMBER, CLIENT AND BOARD SERVICES

The Manager, Research, Planning and Community Development is responsible for:

- Providing support to the Executive Director in developing and implementing a three (3) year Strategic Plan;
- Preparing an annual departmental plan and budget for SPARC BC's Research, Planning and Consulting team;
- Remaining current on existing and emerging social development trends, needs, and priorities across BC;
- Working with the Executive Director to prepare an annual environmental scan on key social policy issues and social development needs across BC;
- Ensuring that SPARC BC's Board of Directors has the best information possible when making decisions and when considering emerging social development issues, needs and priorities in BC;
- Establishing appropriate standards and performance measures for tracking and reporting on results across SPARC BC's key business areas and the Board's key strategic priorities related to the work of Research, Planning and Consulting as well as SPARC BC's mission-driven work in the area of social policy research and advocacy and community development education and outreach;
- Regularly reporting to the Board on actions taken and results achieved through Research, Planning and Consulting, Community Development Education Program, Learning Initiatives for Rural and Northern BC, as well as through SPARC BC's work in the area of social policy, research and advocacy.

BUDGETING, FORECASTING, FINANCIAL MANAGEMENT AND REPORTING

The Manager, Research, Planning and Community Development is responsible for:

- Working with the Executive Director and the Manager of Finance and Administration to set a realistic annual revenue target for Research, Planning and Consulting;
- Providing on-going monitoring and review of revenue and disbursements to ensure the on-going sustainability and financial viability of Research and Consulting and its overall contribution to SPARC BC's overall operational and financial objectives;
- Reviewing and approving the monthly revenue recognition and detailed project costing reports prepared by the Manager of Finance and Administration;
- Preparing regular status reports for SPARC BC's Board of Directors on projects and initiatives that are currently underway in Research, Planning and Consulting;
- Reviewing, approving and processing payments (revenue and disbursements) related to SPARC BC's Research, Planning and Consulting projects;
- Managing the scope of work and projects undertaken to ensure that projects are completed on-time and on budget.

PUBLIC COMMUNICATIONS AND STAKEHOLDER RELATIONS

The Manager, Research, Planning and Community Development is responsible for:

- Working to build a strong and respected profile for SPARC BC in the non-profit and government sectors;
- Speaking on behalf of SPARC BC on government policies and social policy issues that are important to British Columbians;
- Preparing news releases and policy briefs on key findings and observations arising from the work of Research, Planning and Consulting;
- Building and maintaining effective relationships with key constituents and partners across all levels of government (Federal, Provincial, Municipal and First Nations).

REGULATORY COMPLIANCE AND RISK MANAGEMENT

The Manager, Research, Planning and Community Development is responsible for:

- Ensuring that there is appropriate contract documentation in place for projects, including duly signed contracts or letters of engagement as well as copies of all relevant correspondence;
- Accurate tracking and reporting of time spent and work records of project staff;
- Regular monitoring and reporting of project revenues and expenses reported on a percentage completion basis;
- Written approval from the Executive Director and/or designates of the Board of Directors before entering into agreements with a third party that creates a liability or obligation for the organization;
- Working with the Manager of Finance and Administration to ensure that SPARC BC's professional liability insurance is up-to-date and that all external contractors have valid WCB/WorkSafe BC coverage.

HUMAN RESOURCE PLANNING AND STAFF LEADERSHIP

The Manager, Research, Planning and Community Development is responsible for:

- Working to build the capacity of the Research, Planning and Consulting team in the area of income security and poverty reduction, social policy research and advocacy, and community development education and outreach;
- Setting work program goals and priorities for members of Research, Planning and Consulting;
- Recruiting, coaching, mentoring, training and supervising staff in Research and Consulting to help them to develop their skills and to allow them to make an effective contribution to the work of the organization;
- Establishing and maintaining the highest possible standards in the delivery of Research, Planning and Consulting Services.

LABOUR RELATIONS AND COLLECTIVE BARGAINING

The Manager, Research, Planning and Community Development:

- Participates as a member of the SPARC BC's negotiating team for Collective Bargaining;
- Participates on the Labour/Management Committee.