



**Homebuilders
Association
Vancouver**

Homebuilders Association Vancouver (HAVAN) Manager, Policy and Research

Job Description

The Manager, Policy and Research, reporting to the Director, Government Relations (DGR), supports the Chief Executive Officer and the DGR in cultivating and maintaining positive, constructive relationships with municipal elected officials and senior staff of the 21 municipalities that comprise the Metro Vancouver regional district.

The Manager provides policy and research support to the DGR in providing HAVAN members with timely information regarding new policies and initiatives, and opportunities to engage and provide feedback to local and provincial governments on important policy issues which impact the home building industry.

Responsibilities:

- Evaluate and provide strategic advice to the CEO and DGR on pending public policy and legislation that affect the residential construction industry and prepare recommendations and plans for action.
- Prepare minutes for and execute action items from monthly Government Relations Committee meetings.
- Attend local city halls/online meetings for municipal Development Liaison Committees across the region, with reporting back and recommendations for further engagement if necessary.
- Prepare quarterly data related reports on issues, but not limited to, BC Energy Step Code implementation, economic impacts of construction in Metro Vancouver, housing costs and government fees and charges effecting the construction sector.
- Assume the role of Staff Liaison to the Technical Advisory Committee, under the umbrella of the Education and Training department.
- Respond to public and member inquiries on issues of interest and concern to the industry.
- Create content for, including writing and editing of a weekly *Government Relations Update* newsletter to members. This includes closely monitoring City Council agendas, industry media, government agencies and stakeholder organizations for items that would be of interest to HAVAN members.
- Promote, support, and advocate for the official stance and policies of HAVAN as determined by the DGR, CEO, GR Committee, and Board of Directors.
- To participate in and contribute to events produced by the HAVAN team

Requirements:

- 3rd or 4th year university courses in public policy, political science, communications, urban planning or business, or equivalent experience
- Strong interpersonal skills, able to work effectively with a wide range of internal and external stakeholders.
- Strong oral and written communication skills.
- An interest in public policy as it relates to the residential construction industry, including but not limited to planning, building, financing and development.
- Ability to travel to various communities throughout the Metro Vancouver area.

Term and Compensation:

- Permanent, full-time position
- Flexible hybrid work environment
- Office in Surrey, moving to Coquitlam/Burnaby in 2026
- Generous health and dental benefits
- Flexible vacation leave, and time in lieu consideration