



# Job Description

## Position Identification

<b>Position Title</b>	Senior Capital Portfolio Analyst		
<b>Position Replaces</b>	N/A		
<b>Position Level</b>	Employee	<b>Position Code</b>	1117, 1116
<b>Pay Band</b>	Exempt Band 4	<b>Date (last revised)</b>	Dec-24
<b>Supervisor Title</b>	Manager, Capital Portfolio Delivery or Manager, Capital Portfolio Delivery	<b>Sup. Position Code</b>	1978 or 1976
<b>Additional Requirement</b>	CRC	N/A	
<b>Division</b>	Finance	<b>Flexible Work Arrangement</b>	Flexible Work

## Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services you can rely on

## Department Summary

BC Transit's Capital Portfolio includes a 10-year multibillion-dollar portfolio of active and future (planned) capital projects. The Capital department is part of BC Transit's Finance division and is responsible for administering the capital project portfolio as a whole. The department performs portfolio-level planning, governance (including managing agreements, eligibility, project approval forms, etc.), forecasting/reporting, funding negotiations and related funding partner invoicing, asset management accounting, and other administration.

## Job Overview

Reporting to the Manager, Capital Portfolio Delivery or Manager, Capital Portfolio Planning, the Senior Capital Portfolio Analyst plays a lead role in portfolio-level planning, forecasting, monitoring, and financial control. They lead internal and external business partners through capital planning activities, including preparation of the annual long-term capital plan. They also support the development of governance forms and approvals required at various stages of the project lifecycle (e.g., business cases, change requests, etc.). They work closely with project teams, monitoring project performance and forecast results relative to plan, and they develop

consolidated reporting to support portfolio oversight and decision making. This position supports the Manager in all aspects.

Key Accountabilities and Expectations	
Key Accountability	Expectation
<b>Capital Planning</b>	<ul style="list-style-type: none"> <li>Supports project delivery units in identifying and defining scope of work, benefits, risks and issues, resource needs, and project interdependencies.</li> <li>Reviews and provides feedback on scope, schedule, and budget assumptions through the application of portfolio-level knowledge, internal policies and financial expertise</li> <li>Develops and improves templates, worksheets, and processes to support improved project information collection</li> </ul>
<b>Governance and Project Approvals</b>	<ul style="list-style-type: none"> <li>Develops and leads education, training, and ongoing hands-on support.</li> <li>Reviews project governance submissions.</li> <li>Ensures compliance with the project governance framework, other internal policies and procedures, and funding agreements.</li> <li>Collaborates with Program Managers and Project Managers in the project delivery units to plan and calendarize key activities.</li> </ul>
<b>Portfolio Monitoring and Reporting</b>	<ul style="list-style-type: none"> <li>Maintains baselined budgets and key milestone schedules ;tracks project performance against these metrics and identifies risks or impacts to projects and corporate initiatives.</li> <li>Prepares, reviews and updates financial and non-financial data to ensure accuracy and integrity.</li> <li>Supports the preparation of financial and non-financial portfolio-level reporting.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Guides the work of Analysts and supports day-to-day supervision.</li> <li>Supports performance management activities and provides training and coaching opportunities.</li> <li>Supports staff with complex problems and takes the lead in resolving these situations.</li> <li>Leads internal stakeholders through complex issues and cross divisional initiatives.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>Recommends and drives business process improvements and systems efficiencies.</li> <li>Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>

## Individual Portfolio Key Accountabilities and Expectations

Key Accountability	Expectation
Capital Portfolio Delivery	<ul style="list-style-type: none"> <li>Leads project delivery units through the administration of the portfolio governance structure and approvals process.</li> <li>Supports the initiation of business cases and other governance documents</li> <li>Works closely with project teams to articulate and quantify the business justification, and to develop corresponding project options, scenarios, and financials.</li> <li>Monitors the status of projects to identify risks and issues.</li> <li>Leads project delivery units through the change request process.</li> <li>Prepares or review accounting entries for monthly and ad hoc project-level adjustments and cost allocations.</li> </ul>
Capital Portfolio Planning	<ul style="list-style-type: none"> <li>Create and enhance tools for collecting and analyzing project information for the purpose of , categorization, and prioritization supporting capital planning scenarios and decision making</li> <li>Consults, coordinates, and communicate with stakeholders to ensure accurate and complete submissions, fostering collaboration across teams</li> <li>Develop and maintain a calendar of activities, deliverables and processes to streamline capital planning and governance efforts</li> <li>Creates datasets and reporting tools, generating clear and actionable reports on capital portfolio status for internal and external audiences, including executive.</li> </ul>

## Summary of Qualifications and Job Specific Competencies

Education	<ul style="list-style-type: none"> <li>University degree in business, finance, or a related discipline.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Four (4) years related experience.</li> <li>Experience with project portfolio management or project delivery and/or support is an asset.</li> <li>Experience with financial analysis and analytical tools.</li> <li>Experience with financial systems.</li> <li>An equivalent combination of education and experience may be considered</li> </ul>
Key job-specific competencies	<ul style="list-style-type: none"> <li>Proficient in Microsoft Office Suite.</li> <li>Demonstrated written and verbal communication skills.</li> <li>Strong problem-solving and decision-making skills.</li> </ul>