

The Home Construction Regulatory Authority (HCRA) is a private not-for-profit corporation that will be the regulatory authority responsible for licensing of Ontario's new home builders and vendors. HCRA intends to foster improved home quality and homebuyer confidence in the home building industry through modernized licensing standards, education and compliance, providing increased consumer protection through enhanced regulatory measures. To learn more about HCRA please visit www.hcraontario.ca.

Licensing Analyst

HCRA is seeking a high-performing professional who thrives in a fast-paced, high-profile environment to fill the role of **Licensing Analyst**. Reporting to the Manager, Licensing and Customer Service, you will:

- review and assess license and license renewal applications making recommendations for approvals, in accordance with HCRA's licensing criteria and operational policy under the *New Home Construction Licensing Act, 2017*;
- process licensing fees, reconcile revenues related to licensing and maintaining the builder directory platform;
- respond to escalated licensing inquiries from the Licensing and Compliance Coordinators providing technical information and guidance on requirements;
- participate in the analysis and development of licensing processes, guidelines, tools and forms, consumer and public education materials to support continuous improvement and the development/implementation of any licensing program related changes or enhancements;
- gather facts, provide technical information and recommend the outcome for standard licensing and renewal applications;

Successful candidates will demonstrate the following:

- ✓ A minimum of two years of progressive experience performing licensing administration duties, preferably in a regulatory environment
- ✓ Completion of a postsecondary degree or diploma in social sciences, business or public administration (or a related field or combination of equivalent education, training and experience)
- ✓ Knowledge of relevant legislation and regulations such as *New Home Construction Licensing Act, 2017*, and an understanding of the Ontario Building Code Regulation under the *Building Code Act, 1992* is an asset
- ✓ Ability to interpret and apply legislation, policies and other information sources to assess licensing applications
- ✓ Practical knowledge of technology and information management to contribute to the maintenance of the Ontario Builder Directory
- ✓ Strong interpersonal and client service abilities to facilitate interaction to effectively resolve issues related to license applications and renewals.
- ✓ Strong verbal and written communication skills with the ability to clearly and concisely communicate recommendations and/or information to internal partners and external applicants
- ✓ Proven initiative and strong organizational / time management skills to manage workload
- ✓ Political acuity to recognize and respond in a timely manner to queries and issues stemming from applications which may have an impact for the organization, CEO/Registrar, Deputy Registrar and external stakeholders.

- ✓ Proficiency in developing professional relationships with internal and external stakeholders where formal authority may not exist.

How to Apply

To apply, please forward your resume and cover letter to HR Associates (our recruitment partner) at la@hrassociates.ca by November 30, 2020. If you have questions, please contact Diana Pisignani at 416-237-1500 x238. For more information about HCRA or to view other career opportunities, please visit www.hcraontario.ca.

HCRA will offer a competitive compensation package including benefits and a defined contribution pension plan.

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Accommodation, if required, will be provided throughout the hiring process in accordance with the Human Rights Code.

HCRA IS AN INCLUSIVE EMPLOYER.

