



BRA/EDIC EMPLOYMENT OPPORTUNITY

SENIOR ADVISOR for REGULATORY REFORM

JOB POSTING: # 17-14

EMPLOYMENT STATUS: EDIC Employee

DIVISION/DEPT: DIRECTORS OFFICE

POSTING DATE: 4/25/14

**This job posting will remain posted for 10 working days until (5/8/14) before a hiring recommendation can be made*.*

SUMMARY: The Senior Advisor for Regulatory Reform in the Boston Redevelopment Authority is charged with making building and business operations in Boston a more transparent, comprehensive, and efficient process. The Senior Advisor will make recommendations for regulatory and operational changes based upon evaluation of existing processes and feedback from stakeholders. This work will be done in collaboration with the Mayor, the City's Chief of Economic Development, the Deputy Chief Information Officer and other senior members of the Mayor's team focused on licensing & permitting

Evaluation: The Senior Advisor will catalog statutory & code requirements pertaining to all permits & licenses issued by the City of Boston; and, the Senior Advisor will identify common cohorts of permit & license applicants, map the typical review process for those forms, and evaluate the user experience of those applicants.

Regulatory Changes: The Senior Advisor will recommend modifications to the code and statues that can stratify and streamline issuance, without sacrificing the intent of the permits and licenses. Will be responsible for coordinating resources across City departments to assemble reform packages and communicate to residents and stakeholders the impacts of these changes.

Operational Changes: The Senior Advisor will recommend opportunities to improve the efficiency of permit & license review and approvals across City departments through greater interdepartmental coordination and consolidation/elimination of redundant reviews. He/she will serve as a key member of the Mayor's interdepartmental working group to improve throughput.

Iterate: This work will be done through continuous improvement. Consequently, the Senior Advisor will evaluate the impact of any changes on applicants, residents and City staff; learn from the results and make new recommendations.

Perform other related duties as requested.

QUALIFICATIONS: Boston residency will be required. An advanced degree is preferred, along with ten years of experience with progressive management responsibilities. A deep knowledge of state and local building regulations is essential. Candidates should have experience with business process reform, legal analysis and a record of accomplishments in operational and administrative performance.

GRADE: 25

HIRING RANGE: \$86, 035.03 - \$112, 804. 97

Submit resume/cover letter to:

BOSTON REDEVELOPMENT AUTHORITY, HR

43 Hawkins Street, Boston, MA 02114

E-Mail: HR.BRA@Boston.gov

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BOSTON RESIDENCY IS REQUIRED ON DATE OF HIRE.