

**ROLE SUMMARY**

Reporting to a Senior Manager, the Strategic Projects Manager will effectively lead and efficiently deliver strategic, highly visible, cross-organizational projects. This position will drive the planning and execution of work that strategically supports the Department to meet its goals. The position requires a proven ability to lead large, complex engineering initiatives through effective professional leadership. The Manager will leverage the Project Management Office's administration techniques to manage, direct and control projects to meet or exceed the Departments needs and deliver the project objectives on time and within budget. This role requires strong stakeholder expectation management through clear communications, and the use of problem-solving techniques to remove barriers and resolve conflict that supports the delivery of projects.

**QUALIFICATIONS**

- Bachelor's degree in Engineering or another related field.
- Eligibility for registration as a Professional Engineer with Association of Professional Engineers and Geoscientists of BC (APEGBC).
- Project Management Professional (PMP) certification preferred, or at minimum proficiency to pursue certification.
- 10 years of experience in a combination of project and operational management including experience/responsibility managing diverse / complex technical projects and teams.
- Significant technical experience in municipal engineering including transportation, water and wastewater systems, and geotechnical.
- Demonstrated experience writing and presenting technical reports to Council.
- Demonstrated initiative and ability to develop, communicate, and implement successful strategic initiatives.
- Demonstrated leadership and project management skills.
- Demonstrated ability to stay abreast of trends and new information.
- Demonstrated ability to lead employees in a unionized environment.
- Excellent ability to process large volumes of information, multi-task and re-prioritize work based on evolving organizational needs.
- Must be able to organize, lead and direct diverse activities in a changing environment.
- Significant hands-on leadership in budgeting and accounting, specifically within the public sector environment.
- Ability to independently lead initiatives and develop partnerships with internal and external stakeholders.
- Solid negotiation, conflict resolution, problem solving and decision-making skills required.
- Must be creative and flexible when solving problems and able to encourage and engage input from others.

- Excellent interpersonal skills to establish cohesive teams and interact effectively at all levels in the organization.
- Excellent communication skills to effectively communicate to both technical and non-technical audiences - ability to make clear, concise and well organized oral and written communications and presentations.
- Proven ability to develop credible, effective working relationships with employees, contractors and the community.
- Thorough knowledge of occupational health and safety standards and practices, preferably in the public sector
- Ability to develop, evaluate, and administer procurement process and consultant contracts
- Possession of a valid BC Class 5 Driver's License and a personal vehicle that meets the requirements described in the Transportation policy, available for use as and when required.

## **MAJOR ACCOUNTABILITIES**

### **Advice & Support**

- Provides reasoned and balanced advice, background information, and briefing materials to a variety of stakeholders including directors and managers.
- Makes recommendations to assist with implementation of the District's strategic objectives.
- Serves as a key member of the management group which is responsible for advising on and implementing the District's long-term corporate plans and policies; formulating and driving strategies for realizing key goals and objectives.
- Reports evaluation findings to the Director and recommends strategic direction.
- Provides recommendations to the Director in assessing differing strategies and options, by identifying and gathering data necessary for decision-making from a variety of internal and external sources and stakeholders.

### **Leadership of Staff**

- Leads a team of consultants and assigned staff to meet the objectives of the program.
- Prepares guidelines for work performance, expenditures and use of resources.
- Role models effective public participation and relationship building with community stakeholders.
- Builds strong, open and collaborative working relationships characterized by mutual respect with superiors, peers and subordinates.

### **Division Operations**

- Establishes work programs and sets priorities relevant to Division, Department and District objectives.
- Strategic management/oversight of traditional project management deliverables including project schedules, budgets, reports, team agendas and team meeting minutes etc.

- Directs budget preparation and administration; monitors and ensures the control and accountability for expenditures and productivity
- Builds relationships and ensures collaboration with other Departments where initiatives that may have multi-Departmental involvement
- Demonstrated ability to develop and maintain collegial and professional relationships with consultants and co-workers across a variety of departments and areas of expertise with a diverse range of skills and experience
- Plans, manages and maintains budgets and other resources to ensure program strategies, objectives, policies and priorities are met.
- Drives and facilitates meetings regarding project decision points and or/project issues resolution.
- Establishes clear guidelines for escalation and corrective action as required.
- Oversees the constant development of standard documents, processes and systems as appropriate to deliver on strategic project's needs.
- Serves as a neutral facilitator, communicates openly and timely, horizontally and vertically in order to achieve transparency of progress and lead to resolution of conflicts in good faith.
- Oversees the implementation of the District's health and safety program within the Division in accordance with the organization's strategic goals and legal requirements.
- Ensures District policies and standards are consistently applied and adhered to by the Division.

<b>Revision Date:</b>	May 6, 2024
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