

Job Information

Employer Name: University of Victoria

AAA Member : Yes No

Job Title: Project Manager 4

Job Type (F/T or P/T): **Full-time**

Location(s): Victoria, BC, Canada

Expected Start Date: **asap**

Website Address: <https://www.uvic.ca/facilities/>

Job Description

Reporting to the Associate Director, Project Management Services (PMS), the Project Manager 4 (PM4), manages all phases of project management to successfully deliver project assignments that meet defined objectives and satisfy client expectations. The PM4 is assigned a diverse range of projects at any given time that may vary in complexity and/or risk, but is appropriate for their level of experience and expertise.

Projects assigned to this position are usually of high complexity and/or risk, with multiple factors contributing to their increased complexity and/or risk including project scope requiring definition, a larger and varied number of stakeholders, a higher degree of ambiguity, an alternate form of delivery, multidisciplinary project team, greater exposure, interdependencies with other projects and programs, and approvals required from the Board of Governors etc. Project values range up to \$100M and include new construction or renovation projects, building assessments, or feasibility studies. This position may also manage a program of projects. Because of the nature of the project assignments, the PM4 usually manages fewer projects for a longer duration (e.g. up to 3 years). When managing projects this position uses project management and industry best practices, and established departmental and university policies, processes, procedures, systems and templates to oversee the day-to-day management of projects.

The PM4: may chair project and site meetings; prepares Project Briefs/Project Charters/Project Plans; prepares tenders and participates in the selection of consultants and contractors; manages project construction; administers projects; recommends payment of invoices; tracks and reports on project progress including that of consultants and contractors; and, resolves client, project, technical and contractor issues, informing their supervisor of complex situations they are working to resolve. The PM4 guides other project team members providing technical and project related guidance to enable them to fulfill their responsibilities. Exemplifying excellent customer service, this position liaises with clients, user groups, stakeholders, consultants, contractors and FMGT staff to maintain positive relationships and facilitate the smooth implementation of projects.

Additionally, the PM4 may at times: manage projects of lower complexity and/or risk and value; plan projects of lower complexity and/or risk and value overseeing their implementation or turning them over to other PMS staff members for implementation; and, review project plans and related documentation developed by other PMS staff members prior to and during construction. This position also provides leadership within PMS by: coaching, mentoring and training PMS staff; evaluating the performance of project team members; participating in the hiring of PMS staff; and, researching and advising on the development and maintenance of departmental and university policies, standards, procedures, tools and templates. The PM4 may also act as a department representative. This position's involvement in projects requires flexibility to work weekends or after hours in accordance with project schedules; work requires physical, sight and hearing abilities ensuring safety and conducting site visits where there is exposure to height conditions, noise, untidy and potentially hazardous site conditions during construction and/or including exposure to weather conditions.

Job Description - Continued

Qualifications & Skill Sets

Degree in Architecture or Engineering and 12 years of experience, or Architectural Technology diploma and 15 years or experience, successfully leading project teams from initiation to close.

Experience should include a variety of renovation projects of high complexity and/or risk with values \$100M. Experience should also include:

- Leadership of multidisciplinary project teams.
 - Human resource management including performance evaluation, coaching and mentoring.
 - Interaction with all manner of regulatory agencies.
 - Management of budgetary and financial resources in project delivery.
 - Selection and management of architectural and engineering consultants.
 - Stakeholder analysis, communication plans and risk management plans and roles and responsibilities matrix
- Provision of strategic advice and briefings to clients, stakeholders and senior management.
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 - Management of a program of projects.

An equivalent combination of education, training and experience could also be considered.

Preference may be given to applicants with experience gained in a post-secondary or similarly large, complex and unionized environment.

Required advanced knowledge of:

- Project management methodologies and best practices, and related policies, guidelines and tools.
- Technical knowledge relevant to new construction and renovation projects.
- Legal aspects of construction and contract law, complex procurement and contract management processes for architectural, engineering or construction related services.
- High performance building systems and design, LEED-Gold requirements and processes, and other sustainable and green building practices.
- Industry standard contracts: CCDC-2 and RAIC Document Six.
- Public sector procurement guidelines, standards and policies.

Required skills include:

- Ability to review, investigate, analyze multi-faceted problems and innovate positive solutions that resolve a variety of complex client, project and technical issue within a diverse project team.
- Ability to multi-task, working with variable needs and associated timelines in an efficient, effective and flexible manner.
- Excellent interpersonal and communication skills, both written and oral
- Exceptional facilitation, negotiation, conflict and dispute resolution, and stakeholder relation skills.
- Ability to critique consultants' design, construction documents, specifications and construction contract and tender documents.
- Service excellence approach to project delivery that ensures client's project objectives are met, positive relationships are maintained, and implementation is smooth.

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Contact Information

(Please indicate any documents which applicants are required to submit, i.e. portfolios, cover letter, etc)

If you feel this opportunity speaks to your abilities, please forward your resume to: Linda.Beaudry@mnp.ca